

This contract is made and entered between Spiritland the “VENUE” and the “CLIENT”.

CLIENT engages VENUE, and VENUE agrees to host the event referred to within the terms and conditions contained in this document.

**EVENT DETAILS**

Event:

Date:

Access from:

Event start:

Bar Licence:

Curfew:

Capacity:

Venue:

Venue Address:

**VENUE CONTACT DETAILS**

Name:

Position:

Phone Number:

Email:

**CLIENT CONTACT DETAILS**

Name:

Position: Client

Phone Number:

E-mail:

**1. FEE AGREEMENT**

Room hire fee:

F&B minimum:

Service Charge:

**Total:**

|  |  |  |
| --- | --- | --- |
| **Payment** | **Amount and Due Date** | **Total** |
| Deposit (100%) |  |  |
|  | |  |

- All prices are exclusive of VAT.

- Hire fee includes access to the space, staff and existing equipment use.

- All F&B spend is subject to a 12.5% service charge.

- All additions (security / moving of furniture / DJ provision / hire equipment etc) will be charged as extras.

- Use of minimum spend budget is only within the hours relating to the hire, and are only for consumption onsite. Balance is non transferable.

- VENUE reserves the right to refuse service to anyone at any time.

Bookings are not confirmed until the deposit and signed contract are received. VENUE name must not be used on any promotional material or invitations prior to receipt of deposit and booking confirmation.

Any changes to booking details must be made in writing and will be of no effect

unless acknowledged in writing by VENUE.

**2. CANCELLATION**

In the event that the CLIENT cancels the event, 100% of all payments made to date will be kept by the VENUE.

**3. CAPACITY**

CLIENT must keep the number of guests attending the event inline with the agreed capacity documented in this contract. Failure to do so may result in the event being cancelled or closed at the discretion of the VENUE.

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**4. FORCE MAJEURE**

No liability is accepted for failure of event due to strike, lockout, accidents, fire, floods, ice, obstruction or other such events beyond the control of the VENUE. Breakage, loss or damage, however caused, will be charged to the CLIENT at full cost of replacement.

Authorised Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Client**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_