



THE FARMERS CLUB

ESTD LONDON 1842

The Farmers Club Conference and Banqueting Terms and Conditions

BOOKINGS

Bookings must be confirmed in writing by the Hirer.

The Hirer will meet the costs of the function as detailed in the Banqueting Event Order, plus any additional fees that may be chargeable by The Farmers Club for any alteration to numbers, service, times, date, change of function rooms and last minute on the day changes including final beverage consumption.

NUMBERS

An indication of final numbers should be provided 10 days before the function date. As this is a private function, only a single menu choice can be made - except for vegetarian / special dietary requirements. Your final numbers must be provided 2 working days in advance of the function. In the event a final number is not provided in advance, your last notified number or the additional final number on the day, whichever is the higher will be taken as the final number and will be charged accordingly.

For functions booked within 48 hours of the function date, the initial number of people stated will be taken as the final number.

The Farmers Club does not allow food to be brought onto the premises from external sources, in line with food hygiene regulations.

Drinks are charged on a consumption basis. Please note any wines opened in advance of consumption in order to ensure service at the right temperature, will be deemed as having been consumed.

DEPOSIT

– 50% of the estimated costs payable at the time of booking

–100% of remaining costs payable 5 working days before the function

The deposit will include an average beverage consumption.

If a function is booked within 5 working days of the function date, full payment will be required at the time of booking.

FINAL INVOICE

A credit card will be required in advance for any additional charges incurred on the day of the function. VAT at the prevailing rate is included in all charges, along with a 10% service charge. The Club reserves the right to amend charges in the event of a change in the rate of VAT.

CANCELLATION

The cancellation of a function less than six weeks before the function, will incur the appropriate room hire charge, unless the room is re-let. If the booking is cancelled within a week of the function date, full catering charges will also apply. If you are able to re-book, confirm and hold your function within the same calendar month as your cancelled function, the cancellation charge may be waived. This will be at the discretion of the Club Manager or Chief Executive/Club Secretary.

CLUB REGULATIONS

The Hirer is responsible for the purpose/content of the function and should ensure it does not bring the Club into disrepute. The Chief Executive/Club Secretary and/or Club Manager have the right to refuse a function if deemed required.

All maximum function room capacities must be adhered to based on fire regulations. Any infringement may require the Club to bring a function to any early end.

Please note that non-members are not permitted to use the member areas e.g. Club Lounge, Bar, Restaurant and Shaw room.

Photographers, television crews and/or radio crews must possess an official invitation to the function and are to be included within the final numbers. The Club must be notified of their presence in advance of the function, including notification of the reason for their attendance.

The Farmers Club Chief Executive and/or Club Manager has the authority to accept, refuse, reschedule or move functions due to non-adherence of the terms and conditions and/or changes in final numbers, and/or business levels in the Club and/or any other unforeseen circumstances.

No part of The Farmers Club may be used for any purpose other than that described in the Banqueting Event Order.

The Club reserves the right in line with its Premises Licence to restrict the sale of alcohol and cease all unlicensed activities.

No items should be stuck on the walls of the function rooms under any circumstances. If conference aids are required i.e. flipcharts, display boards, these should be stipulated on the event order. Any damage to property or equipment belonging to the Farmers Club will be charged for and costs added to the final invoice.

No part of The Farmers Club may be used for any unlawful purpose or in any unlawful way, including non-licensable activities.

No animal is to be brought into the Club unless they are Guide Dogs. In this event please do let us know in advance, so that we may be able to assist on the day of the function.

Music – background music may be permitted with prior consent only. Some restrictions apply due to the nature of our shared building.

Mobile phones – Members and guests are reminded that usage of mobile phones is permitted in the function rooms only.

Due to the nature of our shared building, all members and guests are required to arrive and depart the building in an orderly, quiet manner.

No car parking facilities are available on site.

Smoking is only allowed on the Terrace.

GENERAL DATA PROTECTION REGULATIONS

All parties contracting with the Farmers Club to hire Conference and Banqueting facilities will have any of their data gathered, processed and stored in accordance with existing GDPR rules and the data handling/security policy of the Farmers Club.

DRESS CODE

Gentlemen should wear formal jackets and ties. Polo-neck jersey, jeans and trainer shoes are not acceptable. There is a Club Jacket and a selection of ties at Reception which may be borrowed in an emergency.

Ladies should dress conventionally. Trousers are permitted but not casual slacks, jeans or trainer shoes.

All non-members must respect the private members' club environment at all times and abide by all Terms and Conditions.

Signed:

Date: