

Dalstonline Ltd

Terms & Conditions of Hire

1. IDENTIFICATION

This set of terms and conditions form part of the contract signed between 'the business' (trading as The Department Store , 'TDS') and yourself, 'the client'. No member of staff has the authority to vary these arrangements verbally, only changes authorised in writing by a TDS will be accepted as a valid source of information.

2. BOOKING PROCEDURE

All bookings will be treated as provisional until a deposit and written confirmation of booking is received

3. FINANCE - DEPOSITS & PAYMENTS

TDS reserves the right to request a non-refundable deposit for all bookings. The deposit equals 20% of the total cost identified upon confirmation of booking. Final accounts must be settled in advance, 10 days prior to the proposed event date. A £1000 fully returnable charge is to be paid to cover any damage to the building, features or props included in the hire price.

4. SPACE HIRE FEES

TDS will agree an acceptable space hire rate with the bookee prior to confirmation with the client.

5. CANCELLATION OF BOOKING

Should you have to cancel your booking a charge will be made, this will be calculated as a percentage of the total booking value. All cancellations must be confirmed in writing to the TDS where final accounts will be calculated and charged according to the scale below. Any costs incurred for a particular event, that otherwise would not have been incurred; will be charged to the client in the event of a cancellation unless TDS are able to mitigate their loss. Cancellation Notice and the % Charged Prior to Event

1. 6 MONTHS 5%
2. 2 MONTHS 20%
3. 1 MONTH 25%
4. 14 DAYS 50%
5. 7 DAYS 100%

6. Cleaning & Rubbish

For parties or receptions featuring food and drink where cleaning & rubbish removal is not included in the price , TDS will use contacted cleaners & rubbish removal at additional cost of £150 .

7. CONSUMPTION POLICY & CORKAGE FEES

The client guests may NOT bring any wines, spirits or food into the building for consumption on the premises whilst attending an event unless agreed with the venue in advance. This includes any items which may be received as a gift or given away as a prize.

8. DAMAGE POLICY

The client will be responsible for any damage caused to the event space by an employee or a guest involved in a careless act and must pay the total amount required to make good any such damage. TDS cannot be held responsible for any loss or damage to the client's property or that of their guests. No notices, decoration or signs may be attached to the fabric of the Venue without prior agreement of the Venue. Under **NO** circumstances can tape, staples, nor any fixing be attached to the walls of the building. Where appropriate, the aforementioned will be removed without warning. Subsequent costs of making good any damage will be charged to the Hirer.

9. FUNCTION FINISHING TIMES

These must be agreed upon at the booking stage.

10. VIDEO, PHOTOGRAPHY AND HOT CATERING (OVENS)

Electricity usage for above high usage events will be charged on top of booking fee.

11. AMENDMENTS & CHANGES

Due to circumstances beyond TDS control it may be necessary to change or cancel your booking. Where the change is considered major, as decided by TDS, you will be offered the option to accept the change or to receive a full refund of any monies paid against the booking. TDS is not responsible for any other costs, expenses or damages which may have been incurred by the client or their guests as a result of the change.

12. INSURANCE & LIABILITY

Appropriate insurance cover should be obtained by the Hirer to indemnify the Venue against claims which may be made against it in respect of loss or damage which the Venue may suffer. Such insurance should also cover the risk of bodily injury or death to the Hirer, their guests/delegates, their servants, contractors, agents or licensees and members of the group or any third parties.

TDS will not be liable for failure to comply with any of the terms and conditions stated within this agreement to the extent such compliance is prevented, hindered or delayed by any cause beyond its control including but not limited to; a fire, storm, explosion, flood, power shortage, an act of God, the actions of any Government or Government Agency, shortage or shortfall of goods or supplies, an employee strike or a facility lock-down.

13. HEALTH AND SAFETY POLICY

All clients hosting an event are deemed responsible for health and safety. We reserve the right to refuse connection of water, electricity or gas to the client's equipment if we consider it to be unsafe or a hazard to the public.

I have read and understand TDS terms and conditions

Print Name:

Signature :

Date :

Company Name :

Address :