

TERMS AND CONDITIONS – FUNCTION AND MEETING BOOKINGS

The following terms and conditions apply to Burhill Golf Club ('The Venue').

1. Bookings are at the discretion of the venue whose decision shall be final in all matters concerning the booking. Bookings will not be confirmed until a signed application has been received on the prescribed form and the specified security deposit paid. Receipt of deposit constitutes full agreement to all terms and conditions stated.
2. The full specified deposit shall be paid to confirm your booking prior to your event. All remaining balance payments must be paid as per payment terms detailed in *clause 3*. Failure to do so may result in loss of reservation and cancellation charges applying as per *clause 4*.
3. Payment Terms
30% deposit
Remaining balance to be paid on the day of the event or 14 days after subject to a successful credit application.
4. Cancellation Terms
Over 90 days, loss of deposit
60 – 89 days, 50% of estimated value
30 – 59 days, 75% of estimated value
0 – 29 days, 100% of estimated value
5. Premises should be left in reasonable condition. Should additional cleaning be necessary or damage/loss occurs the hirer shall pay to The Venue the amount requested to make good or remedy any such loss or damage.
6. All prices/charges are inclusive of VAT unless specified. If the rate of VAT increases The Venue has the right to change prices accordingly.
7. The Hirer is responsible for the actions and consequences of all their guests, employees and sub-contractors.
8. The finishing time stated shall be the time when the function room(s) shall be cleared and the Hirer's guests vacate the complex, not when the function ceases.
9. No bolts, nails, screws, tacks, drawing pins, sellotape shall be fixed to any part of the premises, nor shall any place cards, banners or smaller articles be fixed either internally or externally without prior written consent of The Venue
10. No inflammable, dangerous or offensive article or any animal (other than registered guide dogs) shall be brought onto the premises without written consent of The Venue
11. No person under the age of 18 shall be permitted to purchase or consume intoxicating drinks.
12. The venue reserves the right to conclude any function which, in its opinion, is unsuitable or not properly conducted and in such cases, no part of the payment shall be returned whatsoever.

13. The venue shall not be liable, whether in contract, tort or otherwise for any personal, indirect, consequential or economic losses however arising, including those arising from services or products supplied by third parties.
14. All arrangements regarding the hirer's requirements (i.e. final numbers of guests, menus, layouts etc.) shall be confirmed to the venue not less than 14 days prior to the date of booking. Charges will be based on these minimum numbers or if greater, the actual attendee's.
15. The venue reserves the right to change menu content under reasonable circumstances
16. Prices quoted on our website and other marketing material are subject to change
17. An optional 5% service charge/gratuity will be added to all invoices.
18. Use of Member Discount Card (MDC) is not permitted for bookings on behalf of a company or association. For personal events, use of MDC is permitted for beverages only.
19. Interest on overdue invoices shall accrue from the date when payment becomes due, from day to day, until the date of payment at a rate of 4% above The Bank of England base rate from time to time in force and shall accrue at such a rate, as well as before judgement.
20. These terms and conditions shall be governed by the laws of England

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