

# Woolley Hall Terms and Conditions Agreement

## Introduction

Thank you for considering Woolley Hall for the hosting of your forthcoming event. Woolley Hall would like to direct you to the information below, which sets out the terms of any booking of our facilities. Please read carefully and when you are ready to confirm your booking, please provide your full name, address, date of event and signature before returning your signed terms and conditions (and deposit).

- 1.1 In order to avoid any misunderstanding regarding the booking, the following are our terms and conditions to which all bookings are subject. Written confirmation of the booking from the client and/or copy of those terms and conditions signed by the client shall be confirmation of acceptance of those terms and conditions.
- 1.2 In these terms and conditions the expression “the Hall” means Woolley Hall specified in the client’s confirmation, and the expression “the client” means the person, firm or company.

## 2. Confirmation by client

- 2.1 Any booking is provisional until the Hall receives a signed copy of the booking form and these terms and conditions. All provisional bookings will ONLY be held for a maximum of 14 days. The booking form and these terms and conditions will be sent to you and must to be returned to Woolley Hall, New Road, Woolley, Wakefield, WF4 2JR, within the 14 day period. Before receiving these signed terms, the Hall may consider alternative bookings for the same facilities, but will give the client who has made the provisional booking first option to confirm their booking. After the 14-day period the facility will be made available for other bookings.

## 3.0 Numbers

- 3.1 Provisional numbers will be asked for at the time of booking and the Hall reserves the right for minimum numbers to be charged. A minimum charge of 10-day delegates applies unless stated as part of a promotional offer.
- 3.2 Clients must inform the Hall no less than 28 days prior to the date of the event of the details of numbers attending, appropriate menus and any special requirements.
- 3.3 Clients must provide final numbers at least 7 days prior to the event, and confirm all final details including equipment. The invoice will be calculated on this number.
- 3.4 Due to fire regulations room numbers MUST not exceed the capacity of the room.

## 4.0 Charges

- 4.1 Day delegate charges are subject to numbers attending the event, amendments in numbers may result in the charge changing to the original quote.
- 4.2 Room hire charges are based on numbers attending the event. A minimum charge of 50% occupancy applies on all rooms (based on maximum capacity of the room). Where possible the Hall will re-allocate rooms should numbers significantly drop from the original booking, this is subject to availability. To do this 28 days notice must be given as in clause 3.2. Management reserves the right to re-allocate rooms, this will be at no extra charge to the client.  
Rooms can be requested by the client but will be subject to the minimum occupancy charge as stated above.

## **5.0 Cancellations and Amendments**

- 5.1 Cancellations and postponements or amendments to bookings must be made in writing, and will be subject to a cancellation charge as detailed below.
- 5.2 All bookings confirmed and then cancelled will be charged at 10% of the original fee. Bookings, which are cancelled within 28 days of the event, will be charged an additional 40%.  
All cancellation and postponements within 1 week of the event will be charged in full.
- 5.3 With room hire the cancellation fee will be calculated on 50% of the maximum capacity of the room for hire if final numbers have not yet been confirmed.
- 5.4 Confirmed bookings, which are postponed outside 14 days of the event, will not be subject to a cancellation charge if an alternative date can be confirmed at time of postponement and within 6 months of the original date. Bookings postponed within 14 days of the event will be subject to the normal cancellation charge. Bookings can only be postponed once.

## **6.0 Cancellation by the Hall**

- 6.1 If the Hall cancels the booking for a reason other than set out in these terms and conditions, then it will use its reasonable endeavours to provide alternative facilities to the client, subject to availability. The Hall's liability to the client shall be no greater than the amount paid by the client to the Hall in respect of booking.
- 6.2 The Hall may cancel the booking at any time without liability to the client if:
- i. The client is in more than 28 days arrears with payment to the Hall
  - ii. The client becomes insolvent or bankrupt or goes into liquidation or has administration or an administrative receiver appointment to cover its affairs.
  - iii. Any part of the Hall is closed due to fire, alteration or redecoration by order of any public authority or any reason beyond the Hall's control
  - iv. There is a failure to supply the Hall with gas, electricity or water
  - v. Fire, lightning, aircraft, riot or civil commotion, malicious damage, storm, tempest, flood, burst pipes, earthquake or impact resulting in the Hall being unable to supply booked facilities.

## **7.0 Loss or Damage**

- 7.1 The council shall not be responsible for any loss or damage to any property of the client or of any other person, left, deposited in or brought onto the site and the client shall indemnify the council, its officers, servants and agents all actions, claims, cash damages expenses and penalties arising out of, or in any way connected with such loss or damage or the use of the facilities by the client. The client shall not cause damage to any of the facility, or equipment and shall, on demand, pay to the council the cost of making good such damage. The client shall on demand pay to the council all costs and expenses incurred by the council as a result on the non-observance or non-performance of any of these conditions. The client shall indemnify the council, its officers and servants against all actions, claims, damages, demands, expenses and penalties out of, or in any way connected with, the letting. The client shall be liable for the payment of any taxes or royalties chargeable in respect of the event.

## **8.0 Prices and Payment**

- 8.1 All payment required is in pounds sterling.
- 8.2 Payment is to Revenue Services, Civic Centre, Ferrybridge Road, Castleford, WF10 4JH. Tel 01977 727166.
- 8.3 Payments are accepted by cheque, standing order, trans cash (post office) telephone banking, credit or debit card, (24 hrs Tel 0845603153).
- 8.4 Payment is required within 30 days of the invoice date.

**9.0 Licensing and Statutory Controls**

- 9.1 The Hall and the parties, groups and the functions it hosts are subject to statutory controls, including those relating to fire, licensing and entertainment, and must be strictly observed by the clients and their guests and representatives.
- 9.1 No wine, beers, spirits or food may be brought into the Hall or its grounds by the client, guests or representatives for consumption or sale on the premises without the express prior consent of the Hall and for which a charge will be made by the Hall. This is at the Hall’s discretion.
- 9.2 Due to local government and fire regulations the Hall must be informed of any displays being placed within the Hall (including its grounds) to ensure their compliance with any such regulations. Only with express permission from the Hall in writing should displays be placed or erected.

**10.0 Outside Services**

- 10.1 Prior consent of the Hall must be received for any entertainment or services contracted by the client and any display to be fixed.
- 10.2 All displays must comply with statutory codes and regulations.
- 10.3 The client, if employing the services of an outside contractor, entertainment, will indemnify the council against any loss of or damage to property or death or illness or injury to any persons and against all claims, demands, and proceedings arising as a result.
- 10.4 Any outside contractor must report to the duty officer and sign a contractor’s indemnity form, they must provide a full risk assessment for the purpose of their activity.
- 10.5 The Hall may, in its absolute discretion, refuse access to any contractor in appropriate circumstances.
- 10.6 Any electrical equipment brought to the hall by a third party must be PAT tested and be declared on the booking form to the hall.

**11.0 Etiquette and Punctuality**

- 11.1 The Hall reserves the right to judge acceptable levels of noise or behaviour of the client, guests or representatives and the client must take all the necessary preventative and corrective steps to prevent bringing the Hall into disrepute. In the event of failure to comply with management’s requests the Hall reserves the right to terminate the contract, or stop any event, without being liable for any refund or compensation.
- 11.2 The event must start and finish at the times specified on all correspondence. Changes to these times may not be possible unless previously agreed with the Hall.

Signed..... Date.....

Print Name .....

Company .....

Position .....