

THE ARLINGTON

Function

Terms and Conditions

The schedule of the Function attached, forms the agreement between yourself and The Arlington. All confirmed bookings made by clients in respect of the Function Suite at The Arlington are accepted by The Arlington upon the following terms and conditions.

GENERAL POINTS

The Booking will be held provisionally for 7 days from the date of an enquiry and all arrangements will be released following this period if The Arlington is not in receipt of this signed agreement, terms & conditions and deposit.

In the event of cancellation or non-arrival of the confirmed booking by the client, the client will be liable to pay The Arlington a cancellation fee to compensate for loss of business. The cancellation charges listed below will apply:

CHARGES FOR EVENTS

Where a cancellation of event or reduction in numbers for a function or pre-booked facilities is made the following charges will apply

Cancellations received more than 365 days prior to arrival	Loss of deposit.
Cancellations received 364 – 181 days prior to arrival	25% of estimated cost of Function or loss of all deposits paid whichever is greater.
Cancellations received 180 – 91 days prior to arrival	50% of estimated cost of Function or loss of all deposits whichever is greater.
Cancellations received less than 90 days prior to arrival	100% of estimated cost of Function.

If the room is not vacated by the time indicated in the attached agreement The Arlington reserves the right to levy an additional usage charge.

CANCELLATION NOTIFICATION

All cancellations must be made in writing to info@thearlingtonballroom.co.uk

The Arlington reserves the right to cancel any booking forthwith, without liability on its part in the event of damage or destruction of The Arlington by fire, lightning, explosion, riot and civil commotion, malicious damage, storm, flood, burst pipes, earthquake or impact, industrial action by The Arlington's employees or by the staff of a major supplier, postal bookings which do not reach The Arlington, breakdown of plant, or any failure to supply The Arlington with gas, electricity and water services etc. or any other cause beyond the control of The Arlington. In these circumstances, The Arlington will try to give you as much notice as possible and will work with you to try and relocate the event to a substitute venue.

As The Arlington is in permanent use, we ask you to understand that it may be necessary to schedule works of a maintenance or re-development nature during the time of your event. While every reasonable effort will be made to ensure that these do not cause you any disruption, neither The Arlington nor its staff can be held liable for these circumstances.

The client shall notify The Arlington in writing no less than 14 days prior to the Function of the final number attending. All confirmed bookings are accepted by The Arlington on the basis that a minimum number will attend the Function for which the booking is made, the amount payable shall be calculated on such minimum numbers or the actual numbers attending, whichever is the greater or a guarantee of a minimum bar spend of at least £2000. All Friday and Saturday bookings require a guaranteed minimum bar spend of £2,000.

Any deposits/payments are non-refundable/non-transferrable.

Please Note the Room Min/Max Capacities based on a sit down meal:

Room	Minimum Numbers	Maximum Numbers
Function Suite	75	160

SERVICES, PRICING AND PAYMENT TERMS

A non-refundable/non-transferable deposit of £500.00 is required on confirmation of booking. All deposits and payments in advance of a function must be provided by credit or debit -card only

Approximately 8 weeks prior to your Function, a meeting will be required between yourselves and The Arlington Team. At this time, full details of your Function will be finalised. We will require menu options for all pre-ordered food and beverages, a final schedule for your Function, estimated number of guests and any of our additional services if required.

Rates are as agreed by the client and as stated overleaf. The client agrees that they will not be amended, changed or divulged to any third party unless specifically authorised by both the client and The Arlington. All quotations are guaranteed for 30 days from the date of this agreement.

All rates include VAT @ 20%. In the event of a variation in the rate of VAT, the new VAT rate will be applied.

No wines or spirits may be brought into the allocated rooms by the clients or guests for consumption on the premises, unless prior consent of The Arlington has been obtained. A charge will be levied for this.

Full Payment of the expected balance is due 1 month prior to the day of the function. Balance of extras due on departure.

Our settlement terms are 14 days after the date of invoice. Interest will be charged at 2% of the balance on all overdue payments.

Any payments made by credit cards will attract an administration fee of 2.5% of the credit amount. If payment is made by BACS, debit card, cheque or cash no extra charge applies.

There will be a £20 charge for any vehicles left in The Arlington car park overnight. Cars must be collected before midday the following day or an additional £30 fee will be charged.

For events finishing at 1am; we reserve the right to close earlier if less than 50 guests remain.

ADDITIONAL TERMS OF BUSINESS FOR DRY HIRE FUNCTIONS

The Management require a Self-Catering & Kitchen Holding Deposit of £1,500 if not using one of our Recommended Caterers, to cover all and any excess charges deemed appropriate. The Holding Deposit is required no later than 1 month prior to your Reception. The deposit will be returned within 10 days after your event minus any costs incurred.

It is your Caterers responsibility to familiarise themselves with The Arlington and the facilities that they are using. Your Caterers will be asked to sign an agreement upon arrival and departure to confirm all facilities are clean, tidy and in full working order. Please note, you will have the use of 1 x metal refuse bin to dispose of your general waste which must not contain food waste and should be compacted where possible. Food waste must be disposed of in the designated food waste bin. When you arrive at site, a member of the kitchen team will issue you with a green wheelie bin and clear plastic compactor sacks. You MUST put food only in the clear compactor sack. If it comes to our attention that there is any type of refuse/food/recycling contamination by yourselves, the charges incurred by us from our refuse service provider, will be passed onto you and deducted from the kitchen holding deposit. If you require an extra bin, there will be a charge of £75. The lid of the metal bin must be able to close without obstruction. We do recycle food, glass and cardboard, so please ensure you note the location of where to recycle. Cardboard must be flattened and glass bottles must be emptied prior to recycling.

Your Caterers must supply all cutlery, crockery, glassware and any kitchen utensils that are required. The Arlington will not be providing any of these items nor do they have the facility to hire this service.

Noise, in particular music must be kept to a reasonable level both within and outside the premises. There are statutory noise nuisance levels allowed and all hirers must comply with all regulations. Management reserve the right to curtail all noise deemed excessive both inside and outside the building.

LOSS AND DAMAGE

A Function Suite Proprietor may in certain circumstances be liable to make good any loss of or damage to a guest's property even though it was not due to any fault of the proprietor or staff of the Function Suite.

This liability however—

(a) is limited to £50 for any one article and a total of £100 in the case of any one guest, except in the case of property which has been deposited, or offered for deposit, for safe custody;

(b) does not cover motor-cars or other vehicles of any kind or any property left in them, or horses or other live animals.

The client shall be liable for any loss or damage caused to any part of The Arlington premises or to any fixtures and equipment in the situation where this may arise as a result of the conference. The client shall pay The Arlington the amount required to make good or remedy such repair.

The client and guests agree to comply with The Arlington's procedures and/or requests with regard to conduct and the respect for the property of The Arlington, its employees and its guests along with their health and safety at all times.

The Arlington cannot allow food or drink other than that purchased on the premises to be consumed within The Arlington.

If you are booking your own DJ, Band or Musician, please note that we will require Public Liability Insurance Certificates and Appliance Test Certificates prior to them being permitted to play on The Arlington Premises. No Smoke, Haze or Bubble Machines are permitted within The Arlington.

SUPERVISION

Due to licensing, health and safety regulations, The Arlington must state they cannot accept any responsibility for the supervision of children/vulnerable people around The Arlington and its grounds. Children/vulnerable people must be supervised at all times.

FINAL TERMS AND CONDITIONS

Any agreement which deviates from or is in addition to these terms and conditions must be in writing.

Individual terms and conditions may be discussed between the client and The Arlington, these will be at the discretion of The Arlington and will be confirmed in writing. The same procedure must be applied to any circumstances not covered by the contract.