

# VENUE HIRE CONTRACT & BOOKING FORM



Name	
Contact for booking	
Postal/Billing address	
Telephone	
Email	
Number Estimated Attendance	
Event Name & Details	
Venue Hire Price Payable no later than 3 months prior to hire date.	£
Deposit 30% Payable at time of booking.	£
Event Start & End Date	
Requirements:  Site only Site with Tipis	

## Confirming your booking

In order to confirm your booking, please return our Conditions of Hire signed by the Hirer and the Deposit for your booking. **Payment to be made to Messrs M E & J Gay, Account no: 37834068, Sort Code 30 90 49.**

# Hire agreement

I hereby understand and agree to comply in all respects with Coxleigh Barton' Conditions of Hire:

Signed:  
(Hirer)

Signed:  
(Venue manager)

Date:

Date:

## Terms & Conditions of Hire.

Please read these Conditions of Hire carefully and sign each page.

### 1. BOOKING

- Your booking of Coxleigh Barton includes exclusive use of the Venue from 4pm on Thursday to 12pm on Sunday. All bookings are confirmed only after the booking form has been signed and the deposit received. Coxleigh Barton reserves the right to cancel your function if payment conditions are not upheld. Receipt of the booking form and first payment confirms your acceptance of all terms and conditions.
- Coxleigh Barton may require the Hirer at any time to supply a detailed written description of all activities to be conducted on the premises during the period of hire.

### 2. CHARGES AND DEPOSITS

- The charges payable by the Hirer shall be those set by Coxleigh Barton from time to time and will be those in force at the time of the Hirer's use of premises.
- The Hirer shall pay to Coxleigh Barton the deposit at the time of booking to secure the booking. No booking is confirmed until after receipt of the deposit.
- The Hirer shall pay the balance of charges at such time as determined by Coxleigh Barton, but in any event, no later than 3 months prior to the hire date.

### 2. CANCELLATION

- Coxleigh Barton shall not be responsible for the failure to provide the contracted facilities in the event of it being prevented from doing so as a result of "Force Majeure" or any other cause beyond its control. This includes industrial disputes, orders or regulations issued by Central Government, Riots, Floods or Fire Epidemics. Coxleigh Barton will not be responsible for any loss or damage or costs as a result.
- **Either party shall have the right to terminate this Contract without penalty within seven days from the date hereof, subject to written confirmation of such termination being given by one**

party to the other within such period. In the event of such termination by either party, Coxleigh Barton shall refund to the Client all sums paid by the Client to the Company by way of deposit or otherwise.

- Should the Client wish to cancel the Contract within 28 days prior to the Start Date shown on the Booking Form, then the Client must pay a full cancellation charge equalling the full value of the Hire Charge.
- In the period between the seven days referred to above and the 28 days prior to the Start Date shown on the Booking Form, if the Client wishes to cancel and the Company is able to re-hire the site & Equipment then the Client may receive a refund of their deposit, minus an administration charge based on the costs incurred by the Company in re-hiring the Equipment. In any event any administration charges shall not exceed 20% of the Hire Charge.
- If the Company has to cancel the Contract for any reason, then all monies paid by the Client will be returned to them forthwith, except for exclusions outlined in section 8a.

#### 4. INSURANCE

- The Hirer shall indemnify and keep indemnified Coxleigh Barton against all losses, expenses, liabilities, claims and damages incurred as a result of or arising out of the hiring of the premises whether caused by any act or omission of the Hirer, its servants, agents, or invitees.
- The Hirer will obtain and keep current public liability insurance cover to an amount of not less than £5,000,000 for each occurrence.
- Coxleigh Barton does not accept responsibility for outside contractors and service providers.

#### 5. PUBLICITY

- The Hirer shall not issue any advance publicity to the use of the premises before receipt of written confirmation of the hiring by Coxleigh Barton as referred to above of these conditions of hire.
- The Hirer shall not display any poster or advertisement in any part of the premises or grounds of Coxleigh Barton without prior approval from Coxleigh Barton management.
- The Hirer shall not make any statement in any advertisement which directly or indirectly falsely implies that the use for which the premises are hired is conducted or promoted by Coxleigh Barton.

#### 6. HEALTH AND SAFETY

- Due to the landscape and natural features of the site which include steep banks, uneven surfaces and lakes, children must be supervised by a responsible adult at all times. While guests are encouraged to enjoy the grounds and woodland, please note that all warning signs and instructions must be adhered to. Coxleigh Barton will not be held liable for any injury, loss or damage incurred by any person who fails to adhere to such instructions. It is the responsibility of the Hirers of Coxleigh Barton to ensure that their guests are made aware of the natural hazards of the site and that their guests supervise their children at all times.
- The Hirers of Coxleigh Barton are responsible for the behaviour and actions of their guests. Inappropriate behaviour may result in the event being stopped early or cancelled. Guests may be asked to leave the premises if their behaviour is threatening, aggressive, anti-social or irresponsible.
- Due to the impact of animals on site and on the surrounding farmland, no fireworks or silent pyrotechnics are permitted on site.

#### 7. OBSERVANCE OF LAWS

- Access to the property at all times is by appointment only, as Coxleigh Barton is a private family home.
- Coxleigh Barton has a no pet policy – except for guide dogs.
- The throwing of confetti is limited to natural rose petals. A clear up charge of £100 will be applied if any other confetti is thrown which is then required to be hand picked up from the venue.
- The Hirer is asked to limit outside noise after 11pm in consideration of others living on site.

#### 8. DAMAGE TO PREMISES AND EQUIPMENT

- The Hirer shall be responsible for leaving the premises clean and tidy at the conclusion of the hiring and Coxleigh Barton may carry out at the expense of the Hirer such cleaning or other work as may be required to restore the premises to a satisfactory condition. A preauthorisation swipe of your credit card for £500 will be taken prior to the hiring as insurance against any damages. This will only be processed if Coxleigh Barton needs to claim back costs against damages. An invoice for damages will be provided within 14 days of the hire.
- Excepting fair wear and tear, the Hirer shall be liable to Coxleigh Barton for any damage to premises, or any fittings, equipment, furniture, carpets or other property therein, which occurs during the period of the hiring.

#### 9. PARKING

- The Hirer will provide stewards to attend the designated car parking area/s and complete the appropriate risk assessments prior to the event.
- The Hirer will locate food tents/vehicles in an appropriate area away from traffic coming into and leaving the car park.

#### 10. LIQUOR AND REFRESHMENTS

- The Hirer shall not bring or sell any liquor, beverage, food or refreshments on any part of the premises hired unless specifically approved by the Manager of Coxleigh Barton or an authorised officer nominated by her/ him.

#### 11. RETENTION OF MONIES

- Coxleigh Barton may retain any monies paid by the Hirer, or received by Coxleigh Barton on behalf of the Hirer, until the Hirer has paid to Coxleigh Barton all sums due from the Hirer to Coxleigh Barton.

#### 12. DISPUTES

- Any dispute between the Hirer and Coxleigh Barton arising from or in relation to any hiring of premises or from the Terms of the Conditions of Hire shall be submitted to arbitration by a person appointed by Coxleigh Barton and the decision of the arbitrator shall be binding on the Hirer and Coxleigh Barton.

#### 13. APPLICATION OF THE CONDITIONS OF HIRE

- Coxleigh Barton reserves the right to amend or delete any of the conditions of hire as outlined above or to add extra conditions provided that the Hirer is notified prior to confirmation of the booking of any changes made to the conditions. The applications of the various conditions may therefore vary from Hirer to Hirer as Coxleigh Barton in its sole opinion considers necessary.

**I hereby understand and agree to comply in all respects with these Conditions of Hire.**

Signed by Hirer: \_\_\_\_\_

Date: \_\_\_\_\_