

Hemswell Court Limited

Conditions of Hire

1. The person signing this application form is considered to be the Hirer. Where a promoting organisation is named, that organisation is also considered to be the Hirer and shall be jointly and severally liable with the person who signs the booking form.
2. No event will be considered booked until a deposit of £1000.00 is paid. This deposit is non-refundable.
3. Functions may be cancelled up to 3 months prior to the event and no cancellation charges will be levied.

Functions cancelled within 3 months of the event will incur a charge of £60.00 per head plus the initial deposit paid

To avoid any misunderstandings, cancellations must be done in writing and will be acknowledged by Hemswell Court Ltd.

4. The hire of the premises or part thereof does not entitle the hirer to use or enter the premises at any time other than the specific hours for which hired unless prior agreement is made with Hemswell Court Limited.
5. The Hirer shall not sublet the premises or at any part thereof unless agreed in writing with Hemswell Court Limited.
6. All damages to the premises and to any property and equipment in the premises caused by the hirer or their guests occurring during the period of hiring or while persons entering or leaving the premises pursuant to the hire is the responsibility of the hirer. The cost of making good any such loss or damage shall be borne totally by the Hirer.
7. Hemswell Court Limited shall not be responsible for any loss or damage to any property arising out of the hiring nor for any loss, damage or injury which may be incurred by, or be done or happen to, any person or persons resorting to the premises during the hiring arising from any cause whatsoever and the Hirer shall indemnify Hemswell Court Limited against any claim which may arise out of hiring, or which may be made by any person resorting to the property during the hiring in respect of any such loss, damage or injury.
8. The right of entry to the premises is reserved to Hemswell Court Limited.
9. The Hirer shall be responsible for the decent and orderly conduct of the functions and shall ensure that good order be kept in the premises during the hiring.
10. Hemswell Court Limited reserves the right to terminate any function, entertainment or meeting not properly conducted.
11. Not more than 200 persons shall be admitted to the premises for a licensed event and not more than 200 persons when seated for a public meeting and the Hirer undertakes that these limits will not be exceeded.

Please see overleaf.....

12. Hemswell Court Ltd operates a **no smoking policy** in all public areas and bedrooms.
13. No variation or extension of the hire period or the facilities hired will be permitted without written consent of Hemswell Court Limited.
14. No bolts, nails, screws, pins or other like objects shall be driven into any part of the premises nor shall any placards or other articles be fixed thereto without prior permission of Hemswell Court Limited.
15. The Hirer shall at the expiration of the period of the hiring leave the premises in a clean and orderly state.
16. Property of the Hirer and the Hirer's agents must be removed within one hour after a function finishes or fees will be charged for each hour/part of a day/day until the same is removed. Hemswell Court Limited accepts no responsibility for any property left on the premises after hiring.
17. All scenery and costumes used for stage performances or the like should be fireproofed.

All bands, disco etc. equipment must be plugged into the decibel meter installed at Hemswell Court. It is the Hirer's responsibility to advise all performers of this fact and Hemswell Court Limited accepts no responsibility for any damage to equipment caused by the use of the decibel meter. (96 Decibels)
18. No exits may be blocked, chairs or obstructions placed in corridors or fire appliances removed or tampered with.
19. The use of all electrical equipment must be agreed with Hemswell Court Limited, up to date PAT testing and public liability certificates must be provided.
20. Hemswell Court Limited accepts no liability to cars and contents of vehicles left within the grounds of Hemswell Court.
21. Hemswell Court Limited reserves the right to make a surcharge of £200.00 + vat per hour or part thereof after 1.00 am until the premises are cleared by the Hirer.
22. All prices quoted include vat at the standard rate unless otherwise stated.
23. Hemswell Court will not be responsible for providing refreshments to any band or disco members.
24. Only our in house disco is available for functions at Hemswell Court. Please advise Hemswell Court if you would like a disco to be booked.
25. Hemswell Court licensing hours are 11.00pm – last orders and 11.30pm bar closes. Bar extensions are available and will be charged at £200.00 + vat. Please note that bar times apply for non residents and residents.

Please see overleaf.....

26. All catering must be provided by Hemswell Court only. Outside caterers are not permitted.
27. Prices are correct at date of signing but we reserve the right to change these prices from time to time.
28. Hemswell Court Ltd will not allow indoor fireworks to be used on our premises. Outdoor fireworks can only be used with a company recommended by Hemswell Court Ltd. Displays have to be finished by 9.45pm. Unfortunately due to health and safety Chinese lanterns are not permitted on Hemswell Court grounds.
29. Following the introduction of the new general data protection regulation, be assured Hemswell Court will not disclose any personal information to anyone without your prior consent. **Please initial to acknowledge this**
30. Payment for functions is due on departure. For weddings – at the time final details are agreed, payment of 75% of the total cost of the wedding is to be paid. The balance is payable by debit/credit card or cash on departure. If an alternative method of payment for this 25% is required i.e. a cheque, this must be received two weeks prior to the event, and arranged when final details are agreed.
31. For civil marriages, naming ceremonies and civil partnerships you are responsible for booking the registrar

IMPORTANT - PLEASE NOTE:

- a) We will hold a provisional booking for only 14 days without a deposit
- b) Final numbers attending must be advised no later than 72 hours prior to the event
- c) The numbers advised at **b)** or such higher number of attendees whichever is the greater will be charged
- d) All special arrangements (e.g. special dietary requirements) must be agreed no later than 7 days prior to the event
- e) Exclusive use of Hemswell Court Ltd will be charged at the following, this charge will be placed on your final invoice

2024 - £3500.00 + vat	2025 - £3750.00 + vat	2026 - £4000.00 + vat
2027 - £4250.00 + vat	2028 - £4500.00 + vat	

- f) The hire charge for the Civil Ceremony Room will be charged at the following, this charge will be placed on your final invoice

2024 - £635.00 + vat	2025 - £645.00 + vat	2026 - £655.00 + vat
2027 - £665.00 + vat	2028 - £675.00 + vat	

Please return this booking form and a signed copy of the Conditions of Hire as soon as possible, **signed by both parties**, as no event can be considered booked until these forms, together with a payment for the deposit, paid by cheque, cash, credit card or bank transfer are received and acknowledged by Hemswell Court Limited. Cheques should be made payable to Hemswell Court Limited.

Please see overleaf.....

HEMSWELL COURT LIMITED

Booking Form

Title: _____ Surname: _____

Forename(s): _____

Address: _____

Postcode: _____

Telephone Day: _____ Telephone Evening: _____

Mobile Number _____

Fax: _____ Email Address _____

Description of event Civil Marriage and Reception or Wedding Reception Only

Bride and Groom full names

Date of event: _____ Estimated numbers attending: _____

Times: from _____ am/pm to _____ am/pm

Special Arrangements:

Accommodation is exclusively for you and your wedding party and is to be booked by the hirer (you) or guests (directly with us) (please specify)

In House Disco (charges apply) Start Finish

Colour Mixing Up Lighter Required (x8) (charges apply) Yes No

Please attach additional sheets if required.

I/We hereby apply to hire Hemswell Court and have read, acknowledged and agree to the terms of conditions of hire and booking forms (of which I/we have received a copy) and hereby agree to pay the sum of £1000.00 as non-refundable deposit.

This hiring is on behalf of
whose authority I/We have to bind by signing this application on their behalf.

***Signature(s):** _____

Name(s): _____

Date: _____ ***who are both required to sign**

***Please keep all pages intact**