

ALBERT HOUSE - ASHTON MASONIC HALL TERMS AND CONDITIONS

Please Note the following charges are applicable for all wedding receptions & events/functions

The Conservatory room hire: Half Day (12pm – 5pm or 6pm – 12 midnight) £275, Full Day (12pm -12 midnight) £375

The Banquet Suite room hire: Half Day (12pm – 5pm or 6pm – 12 midnight) £375, Full Day (12pm -12 midnight) £475

£10 Corkage fee per 75ml bottle of wine, maximum of 10 bottles only

£27.50 Cake Cutting Charge

*please note we do not allow metal confetti therefore please advise any company on our behalf.

Please read through this section prior to signing this contract for your event to be held at Ashton masonic hall.

Please note that payment of a deposit also deems these terms and conditions as accepted.

Deposits and payment

A provisional booking requires no deposit and will be held for a maximum of 7 days without obligation.

A non-refundable deposit of the full room hire amount is required to secure the date.

Please note that payment of a deposit also deems these terms and conditions as accepted.

Dates may be transferred at the discretion of the hall's chairman on one occasion.

Payments that need to be made prior to the date:

25% of the outstanding balance 12 months before

50% of the outstanding balance 6 months before.

75% of the outstanding balance 3 months before.

100% of the outstanding balance 1 month before.

Cancellation charges

Should you cancel your event more than twelve months prior to the date the hall would hope to make a full refund to you of any monies paid in over and above the non-refundable room hire deposit. However, the hall reserves the right to charge for any administrative costs incurred. The following scale of charges will apply:

Between 6 and 12 months before 25% of the total expected costs.

Between 3 and 6 months 50% of the total expected costs.

Between 1 and 3 months 75% of the total expected costs.

Less than 1 month 100% of the total expected costs.

Expected costs are defined as being our calculation taken from the price list or package prevailing on the date of your event such calculations taking into account your expected numbers as at the date of the confirmed booking or such calculations as we have agreed.

Should matters arise that mean you may need to change the date, we will work with you (subject to availability). We reserve the right to alter any package price to accommodate any change in date and this is subject to our discretion.

Minimum Numbers

Buffets for a minimum of 85% of your expected guests to the event.

Some menus may require catering for 100% of your expected guests.

Outside caterers are not permitted unless you have taken out a room and kitchen package and agreed the duties and obligations of hire with the representative.

All drinks are to be purchased on the premises. Please note anybody bringing and consuming their own drinks on the premises will be confiscated and may be asked to leave the premises.

Entertainment

If you wish to use your own DJ or other entertainment, Public Liability Insurance and Portable Appliance Testing (PAT) Certificates are required. Under no circumstances is the Hall liable for the non-attendance or other quality issues. To respect the residents, music must be played at a respectable level. All entertainment for evening events/functions must finish at 12 midnight.

Children

Well behaved children are more than welcome at the hall and must be supervised at all times. Children are the responsibility of their parents, guardians, or responsible adults not the hall, its staff or agents. The client will be liable for and fully indemnify the hall against any loss or damage caused to the premises, fixtures, fittings or grounds by children who attend as part of the event/function.

Wedding/Event Insurance

Whilst not compulsory we would recommend that wedding insurance or applicable insurance is taken out for your event for your peace of mind.

Ashton masonic hall Reputation

At the absolute and unfettered discretion of the hall, any function may be cancelled by the hall, even if paid in full, if the hall has reasonable grounds for believing that the holding of such function would prejudice the reputation, good name or standing of Ashton masonic hall.

The customer shall be liable for all losses or damages sustained by guests in respect of the premises, furnishings, utensils, or equipment, whether the same is caused wilfully or by negligence or default and shall be liable for the cost of replacement, plus compensation for the loss of business caused thereby.

The customer agrees to be bound by all reasonable instructions of duly authorised representatives of Ashton masonic hall in respect of condition of the function and shall further ensure that those attending shall similarly comply.

Conduct

The clients are responsible for the conduct of themselves and their guests at all times. Ashton masonic hall always expects the clients and their guests to observe a high standard of behaviour and the hall reserves the absolute right to remove any guest behaving in an inappropriate manner. The hall retains absolute discretion as to what is inappropriate behaviour. In the event of such action, Ashton Masonic Hall or its Agents are under no obligation to pay any compensation, nor refund to the clients or their guests. The client will be liable for and fully indemnify the hall or its agents against any loss or damage caused to the premises, hired equipment, fixtures, fittings or grounds by clients or guests who attend as part of the event/function party.

Liability

Ashton Masonic Hall accept no responsibility for death, bodily injury or disease, how so ever arising to clients or their guests excepting only such as arises due to the negligence of the hall, it's staffs or agents acting strictly in accordance with the terms of their employment, sub-contract or other agreement between such staffs and agents and the hall. The hall is not liable for any frustration of this contract caused by strikes, labour disputes, accidents, public health emergencies or any other cause beyond the halls control and outside the ordinary and reasonable contemplation of the parties at the time of this contract.

Photographs

Ashton masonic hall reserves the right to use venue photography taken. Please be assured any photographs of the guests will only be used by their permission.

Additional food and beverages

Whilst the numbers to be catered for are agreed 4 weeks prior to the event, on occasion the numbers may vary to this on the actual day. If this arises and more drinks or food is required, please make a member of staff aware so that the quantities can be increased, and payment can be made for the additional costs.

Please sign below to confirm you have read and agreed to the Terms & Conditions for booking Ashton Masonic Hall and return with your deposit to secure the date for your event.

Signature 1 _____

Signature 2 _____

Contact telephone number(s) _____

Contact Email address: _____

Address: _____

Date deposit paid _____

Date of event _____

Signed _____

(on behalf of Ashton masonic hall)

Date Signed _____