

**Terms and Conditions, 2012 Old Lodge copy, please sign and return, with your deposit, to confirm your booking**

**Provisional Bookings:**

We can accept wedding bookings for Wedding breakfasts from 3pm onwards.

We accept provisional bookings on the basis that if another client subsequently wishes to unconditionally reserve the same date you will be notified and asked if you wish to confirm the reservation. If not, we will give the reservation to the other client.

**Confirmation:**

**A booking will only be regarded as confirmed on receipt of a NON REFUNDABLE deposit of £875.00, together with a signed and completed copy of these terms and conditions.** Please note that this deposit reserves the date only– the price that you will pay is the price for the year in which your Wedding is held, not the year in which your deposit is paid. A deposit does not reserve bedrooms– these must be reserved separately, and we strongly suggest that due to the popularity of our bedrooms they are reserved at the same time that you book your Wedding.

**Final numbers and settlement of account:**

An invoice will be sent approximately six weeks prior to your Wedding based on the numbers stated by the person responsible for the booking. This will cover the cost of food, reception drinks, marriage fee where applicable and sundries. This is due for payment in full 28 days before your Wedding reception, when actual final numbers must be confirmed. If we do not receive cleared funds in full 28 days prior to your Wedding date we reserve the right to cancel your Wedding booking, and in such circumstances we will not refund your deposit. Should the final numbers differ from the original booking we will adjust your invoice accordingly, and if numbers increase after you have made payment, we will raise a further invoice to cover the increased cost. We reserve the right not to refund any money paid in the case of a late reduction in the number of guests, and in the case of your numbers falling below 45, a room charge will apply.

**Room hire charges:**

If you are not holding an evening reception here, you must vacate the function room by 6pm, to allow us time to set up for evening guests. If you do not have an evening buffet, or if your buffet numbers are below 45, there will be a charge of £350.00 for the use of the function room for an evening party. There is a charge of £75 to hold your own disco at the Lodge. If you choose our disco, this fee is incorporated into the price that we charge you.

**Exclusivity (applies from 6pm onwards)**

In order to choose exclusivity you must fill all of our bedrooms with your guests, and please note that exclusivity applies only to closure of our dining room to outside diners and not to Bar customers. In other words, our Bar will remain open to outside customers. Please note that if you choose exclusivity the charge becomes non-refundable one month prior to your Wedding.

**Bedrooms: If you wish to reserve all of the bedrooms, we strongly suggest that you do this at the same time that you book your wedding date, due to the popularity of our bedrooms at the Lodge. It is possible to reserve all of our bedrooms on a block booking basis, however 28 days prior to your wedding the computer will automatically release all rooms that have not had a deposit paid on them.** The deposit to confirm a bedroom reservation is £40.00 per room. This deposit is refundable up to 1 week prior to your Wedding, and after that the deposit becomes non-refundable. Please note that your rooms will be ready from 3pm. Early check in is available from 12 midday, for a charge of £40.00 per room. Late check out (1pm instead of 11am) is available at a cost of £20 per room. You can reserve a room for your guests to change in, subject to availability, for a charge of £50. Please refer to our hotel terms and conditions (available on website) for full information on use of our bedrooms.

**Postponement and Cancellations:**

A postponement shall be treated as a cancellation for the purpose of these conditions of business. If a booking is cancelled less than one month prior to the function date, 50% of the anticipated revenue shall be charged.

**Customer Property:**

Whilst every effort is made to safeguard our Customers' property The Old Lodge does not accept liability for any loss or damage, however caused.

**Damage and Smoking:**

Any damage caused to The Old Lodge's property, furnishings, fittings and fixtures will be restored by The Old Lodge and the cost will be paid in full by the person responsible for the booking. Smoking is not permitted anywhere within the building. If a guest is found to have smoked in a bedroom you may be charged an extra night's fee to allow us time to deep clean the room before allowing it to be re-let.

**Confetti**

We don't mind any type of confetti/table decorations inside, but please use biodegradable products outside.

**Corkage:**

A per bottle corkage charge will be levied for all wine, champagne and spirits brought onto the premises by the client. Gifts of wine, champagne and spirits may not be consumed on the premises without the permission of the Manager and we reserve the right to levy a corkage charge. Please see 2012 price list for current corkage charges.

**Please note:**

Prices are correct at time of printing, however we reserve the right to increase prices should we deem it to be necessary.

**Signed:**

**Date:**

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**Date:**

## THE OLD LODGE BOUNCY CASTLE HIRE AGREEMENT

### Including Terms and Conditions of Hire

It is the responsibility of the person who is hiring this Bouncing Castle to ensure that all possible steps are taken to avoid injury or damage to the Inflatable.

Please ensure that the following Safety Instructions are followed:

This unit has an age limit of 12 years. No-one over this age is to use this equipment.

No adults are to use this Bouncy Castle.

No food or drinks or chewing gum to be allowed on or near the Bouncy Castle which will avoid choking and mess (Please note that if the Inflatable is left in a dirty condition then the person hiring it will incur a cleaning charge)

All shoes, glasses, jewellery, badges MUST be removed before using the Bouncy Castle.

No face paints, party poppers, coloured streamers or silly string to be used either on or near the Bouncy Castle.

No smoking or barbeques near the Bouncy Castle.

Climbing, hanging or sitting on walls is DANGEROUS and is not be allowed.

A responsible Adult must supervise the Bouncy Castle at all times. The Old Lodge staff are not responsible for supervising the use of the Bouncy Castle.

If the Bouncy Castle is not being used for any part of the day, please switch the blower off at the mains.

Always ensure that the Bouncy Castle is not overcrowded, and limit numbers according to the age and size of Children using it.

Avoid large and small Children from using it at the same time.

Ensure that children are not pushing, colliding, fighting or behaving in a manner likely to injure or cause distress to others.

Do not allow anyone to bounce on the front safety step as a Child could easily bounce off the inflatable and get hurt. the step is there to assist users in getting on or off !

Ensure that no-one with a history of back or neck problems, or any person that is feeling unwell is allowed to bounce.

Do not allow anyone to be on the Bouncy Castle during inflation or deflation as this is DANGEROUS.

Please ensure that Children are not attempting somersaults and are clothed appropriately and that nothing can fall out of their pockets.

Ensure that an area of 6 feet (2 metres) around the unit is completely clear

The Bouncy Castle should not be used if it becomes wet on the jumping area.

If the shower cover is not fitted and it rains, the unit should not be used.

In the event of heavy rain , it is strongly recommended that the Bouncy Castle be switched off. Any wetness, including bubbling (which is normal) can be dried with a towel.

In the event that the blower stops working, please ensure all users get off the inflatable immediately .

The blower has a safety reset button. In the event that it overheats, or loses power, switch the blower off at the mains, then switch it back on again 1 or 2 minutes later, and it should restart. If it does not, inform us straight away.

**IF YOU ARE UNSURE OF ANYTHING, PLEASE CONTACT US.**

### DISCLAIMER

Please note that all persons using this Bouncy Castle do so at their own risk.

The person/s or organization hiring this Inflatable equipment will be responsible/liable for any damage or injury occurring from or as a result of misuse or reckless use.

These guidelines are for the safety of all people using this equipment, and it is the sole responsibility of the hirer to ensure they are fully adhered to at all times.

Our Company cannot accept any responsibility for any injury caused to anyone using this equipment.

I have read the above agreement and fully understand and accept the conditions as above. I am aware that whilst in my care I am fully responsible for the inflatable and will pay for any loss or damage that may occur, this will include the inflatable being returned in an unacceptable condition, i.e.: If it is in a dirty or muddy condition, I will be expected to pay an additional cleaning charge.

**I HEREBY AGREE TO ABIDE BY THE TERMS AND CONDITIONS LISTED ABOVE**

HIRE DATE \_\_\_\_\_

SIGNED \_\_\_\_\_

NAME IN FULL \_\_\_\_\_

**WE HOPE YOU HAVE AN ENJOYABLE DAY !**