

The Club: Rumshott Estate Ltd is the sole proprietor of St Julians Club, all cheques should be made payable to *Rumshott Estate Ltd*. St Julians Club of Rumshott Estate Ltd. will be referred to as the ‘club’ within this document. The person or body booking the function will be referred to as the ‘member(s)’.

Membership: Only member(s) of St Julians Club may book functions. Non-members will be required to join the club before a booking can be confirmed. The member(s) will be liable for payment of function/cancellation fee/damages incurred.

Wedding Receptions and Receptions with Ceremony include the cost of two Social memberships for the Bride and Groom only within the pre-payment deposit discussed below in ‘Deposit Payable’.

Ceremony alone does not include the cost of a membership within the pre-payment deposit discussed below in ‘Deposit Payable’. Membership will be required to book a ceremony.

All rules regarding Club membership are applicable.

Confirmation: You will be asked to guarantee your confirmation with a deposit. All bookings are provisional until payment of deposit & confirmation in writing. You will be required to sign the enclosed sheet; this will be regarded as acceptance of the terms and conditions of business to the exclusion of others.

Final numbers must be confirmed 14 days prior to the function date. The amount payable by the member(s) shall be calculated on this final number or the number actually attending which ever is the greater.

Deposit Payable: As confirmation of booking a non-refundable deposit is required. Wedding Reception only: £1300.00; Wedding reception and ceremony: £1800.00

The club will request payment of at least 50% of the estimated total, fourteen days prior to the date of your event.

The club reserves the right to require payment, in whole or in part, prior to the holding of the wedding; should a member(s) fail to pay such a deposit within seven days of being requested to do so, the club will treat the booking as having been cancelled by the member(s). Please note deposits are not refundable in the event of a cancellation.

Civil Ceremony: As confirmation of booking a non-refundable deposit is required. Civil Ceremony: £500.00. Membership is a requirement; the minimum requirement is the commencement of a single social membership prior to booking.

All payments to the Kent County Council Ceremonies Team to register and officiate at your ceremony are made direct from the member(s) to them; the club does not pay any fees for ceremony. Please refer to their website for relevant fees: <http://www.akentishceremony.com/weddings/our-fees-explained/>

Corkage: The club does not allow corkage.

Catering: The club provides all catering for the wedding. External caterers are not permitted. Evening buffets, *unless specified in the wedding brochure*, supplied for after the main wedding breakfast can be arranged for no less than 75% of the total amount of guests attending.

Wedding cakes served in lieu of a dessert from the club will incur a charge to be served of £6.50 per person.

Any food prepared or supplied by the member for the event is to be documented and a proven record of ‘Source to Table’ is required to adhere to the liability insurance terms and conditions; failure to do so will result in non-serving of relevant produce.

The complimentary food tasting is just for the Bride and Groom, any additional people wishing to attend the food tasting will be charged a minimum of £35.00/person.

Minimum Requirements No wedding receptions can be held at the club where suitable food is not served, this will be agreed between the members(s) & the club. A minimum of two drinks on arrival & two drinks with the meal, per guest must be supplied by the member(s) holding the wedding.

In cases where the ceremony is to be held in the Lounge, followed by a reception, then a minimum of three canapes will be required to be served with a minimum of two and a half drinks per person, post ceremony.

Evening food must be provided for additional guests attending.

For hire of the club for *civil ceremony only* the additional hire of the adjoining room will be required. A minimum of one drink must be provided to guests, either before or after the ceremony. If photographs are to be taken in the grounds then a minimum of two drinks per person and three canapes must be served.

Damage: The member (s) shall be liable for any damage caused to the club or its furnishings, utensils or equipment therein by the wilful act or default of the member(s) or any guest or employee of his/hers and shall pay to the club on demand the amount required to make good or remedy such damage, including compensation for loss of business whilst such damage is being repaired.

Personal Property: The club shall not be liable for the loss of or any damage to the property of the member(s) or any guest, suffered or incurred whilst on the club premises including motor vehicles and their contents, save insofar as the same may be caused by the default of the club, its servants or agents. In particular, it is noted that the cloakrooms provided for the member(s) and guests are not under constant supervision of the club, and that any property deposited therein is left there at the sole risk of the owner.

Finishing: Functions must finish at 12:00 midnight.

Prices: The club reserves the right to change any of the prices at any time without notice

Service Charge: The club adds a 10% service charge on the total costs of your wedding

Payment: All prices are inclusive of VAT at standard rate

- 1) Invoices – invoices will be submitted on completion of the event less deposit and pre-payment. Payment in full is due **seven days** from the date of the invoice.
- 2) Outstanding invoice – we reserve the right to charge interest on overdue accounts at 2% above Barclays Bank's base rate and to take legal action where necessary to recover the debt.

Enquiries: A provisional booking for a wedding reception/function will be held for a maximum of two weeks within which time a deposit equal to the room hire will be required to confirm the reservation. After this point if no deposit is forthcoming the booking will be released without notice to you.

Cancellations:

Weddings: If the member(s) cancels a wedding reception, the membership offered within the deposit is automatically void, and the following charges based on the estimated total cost of the function will be made at the club's discretion:

- 1) for cancellation made between booking and 24 weeks prior to the date the charge will be the deposit already paid.
- 2) for cancellation made between 24 and 4 weeks prior to the date the charge will be 50% of the estimated total account for the event *less VAT*
- 3) for cancellation made less than 4 weeks prior to the date the charge will be 100% of the estimated total account for the event *less VAT*

In the event that we are able to re-let the facilities for a similar occasion, only the deposit will be held.

Entertainment: entertainment booked by the club for your function is liable to a cancellation fee as per the contract issued by the entertainment.

Music must be finished at strictly 12:00 midnight. In accordance with the club's noise policy any amplified music will be subject to a sound check and maximum decibel limit. Failure to adhere to this limit will result in the power to the band or DJ being cut.

We would recommend that you purchase cancellation insurance in event of unforeseen circumstances.

Contract with third parties: Photographers, entertainers, bands, discos etc ... please ensure you check the contract between you and the chosen supplier, many contracts state that they 'must be fed' on the day at a specific time so ensure we have the details of this in advance. Drinks and meals provided to third parties will be charged to the member accordingly.

- the use of smoke machines are not permitted.
- With the environment and safety in mind the use of Chinese lanterns is not permitted.
- Fireworks are not permitted at St Julians.

Cancellation by the Club: The club reserves the right to cancel the booking on immediate notice if the holding of the wedding is prevented by reasons beyond its control. In the unlikely event that the booking is cancelled, any monies paid on deposit to the club will be reimbursed. The club shall not be liable for any other matters whatsoever.

Swimming pools and grounds:

Grounds: Due to the nature of the club the supervision of children under 16 whilst in the grounds is your responsibility and of the utmost importance – **please ensure that they are supervised at all times.** Glass and crockery are not permitted outside of the bar lawns and terraces.

Use of pools: Full member(s) whose guests are attending wedding receptions/functions **are not permitted to use the pools** under any circumstances. In the interest of safety the pool area is off limits for any guests for the duration of the function. Social membership does not permit use of the pools.

The pool is a non-supervised area, without lifeguards. Non-swimmers and children under 16 years of age are not permitted to enter the pool area without proper supervision from a responsible adult swimmer who must take responsibility for their conduct and safety. The consumption of alcohol is not permitted in the pool areas in any circumstances. The pool is closed from 10:00pm every evening. Any un-authorized guests found in the pool area will be asked to leave the area immediately. Any guests found using the pool without authorisation will be evicted from the premises. Glasses and crockery are not permitted in the pool area in any circumstances.

Damage to the pools: The member(s) shall be liable for any damage caused to the pool, equipment and area by the wilful act or default of the member(s) or any guest or employee of his/hers and shall pay to the club on demand the amount required to make good or remedy such damage, including compensation for loss of business whilst such damage is being repaired.

St Julians Staff: All the St Julians staff are trained, polite & professional individuals with experience, we ask that they are communicated to in a polite and respectful manner, any abuse to the staff whether verbal or physical will result in the member or guest responsible being removed from the event and in extreme circumstances the event being cancelled.

Please return this form. Without signing this form, your booking cannot be confirmed by the club.

I/we have read and accepted to be bound by the terms and conditions of Rumshott Estate Ltd and St Julians Club. I/We have read and agree to abide by the rules of St Julians Club as a member(s) and hereby take full responsibility for the actions of any guest.

Signature: Printed Name:

Signature: Printed Name:

Dated:

Date of Function:

Membership:

If you are not currently a member of St Julians Club we will require your completed membership form (*no fee applicable*) upon booking.

Membership application returned: Yes

Deposit Payment

We require your deposit before we accept your booking.

** I enclose a cheque for £ payable to Rumshott Estate Ltd.

** For Switch/Delta or credit card payments please supply:

Card number: Expiry Date:

Card Type (Visa/Delta/Switch):..... Issue Number:

Security code (last 3 digits on reverse of card):