

St Julians Club Booking Form

Please return this form at your earliest convenience so that your booking can be confirmed by the club (*subject to availability*)

Business/Company:

Name of contact:

Contact number:

Contact e-mail:

Company address:

Invoice address:

Event details:

Event title

Date of event:

Times: 9am to 1pm

1pm to 5pm

Maximum number of attendees:

9am to 5pm

6:30 to 10:30pm

**Refreshments, lunch menus, final numbers etc. must be confirmed with the club no later than 7 days prior to the event.
Please contact the office on: info@stjulians.co.uk**

I/we have read and accepted to be bound by the terms and conditions of Rumshott Estate Ltd and St Julians Club.

Signature:

Printed Name:

Dated:

Terms and conditions for conferences and business meetings

Clients hosting an event at St Julians must agree to comply with the terms and conditions listed below. By signing the booking form, you confirm that you have read and understood these terms and conditions and find them acceptable. These terms and conditions are designed to protect the welfare of staff, contractors and visitors to the club, as well as to protect the club as a Grade II* listed heritage property.

Confirmation of a booking is between the club and the client. Any person, firm or company who enters into a contract for the provision of goods and/or services with the client at the club is liable to these terms and conditions and it is the client's responsibility to ensure that they are made aware of the relevant information required.

Terms of reference

1. Rumshott Estate Ltd is the sole proprietor of St Julians Club.
2. St Julians Club of Rumshott Estate Ltd will be referred to as the 'club' within this document.
3. The person or body booking the function will be referred to as the 'client'.
4. The client booked function at St Julians club will be referred to as the 'event'.

Room booking

5. Clients hiring the function room(s) **Gallery or Lounge** for events have sole use of the room(s) hired for the event.
6. Clients and their delegates are not permitted to use the members' bar, restaurant or bar lawns for the duration of their hire, before or after their event. Only members of St Julians Club may use the bar and restaurant of the club.

Enquiries and confirmation

7. All bookings are provisional until confirmed in writing. A provisional booking will be held for a maximum of two weeks within which time written confirmation and completion of the booking form will be required to confirm the booking. Without this confirmation the booking will be released without notice.
8. Final numbers, menu and refreshment requirements must be confirmed at least 7 days prior to the event.
9. The amount payable by the client is calculated on this final number or the number attending whichever is greater.
10. The club reserves the right to require payment, in whole or in part, prior to the holding of the event. Should a client 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 client.
11. The client will be liable for payment for event/cancellation fee/damages incurred.

Payment

12. Rumshott Estate Ltd is the sole proprietor of St Julians Club, and all payments should be made to *Rumshott Estate Ltd*.
13. Invoices will be submitted on completion of the event less any pre-payment.
14. Payment in full is due seven days from the date of the invoice.
15. For bank transfers please use your name as reference:
Account name: Rumshott Estate Ltd Barclays Bank account number: 80782742 Sort code 20-14-58
16. *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.

Prices

17. The club reserves the right to change any of the prices without notice.
18. All prices exclude VAT.

Timings

19. **Half day hire:** Morning *9am to 1pm* or Afternoon *1pm to 5pm*
20. **Full day hire:** *9am to 5pm*
21. **Evening hire:** *6:30pm to 10:30pm*
22. Access to the room will be granted for ½ an hour prior to the booking time for setting up.
23. Access to the room outside of these times by the client or any contractor will require written authorisation by the club prior to the event and may incur additional charges.
24. Clients must vacate the rooms at the times stipulated by the club.

Minimum requirements

25. No events booked over lunch can be held at the club where suitable food is not served by the club. This will be agreed between the client and the club.
26. Clients must provide delegates with appropriate refreshments throughout the booking.

Catering

27. The club provides all catering for the event. All delegates must be catered for and final charges shall be calculated on your final number or the number attending whichever is the greater.
28. External caterers are not permitted.
29. Clients are not permitted to bring in food or allow their delegates to bring in food. For example, but not exclusive to: packed lunches, biscuits, cakes, danishes, coffee.
30. If any delegate is found to be consuming any food and drink that has not been purchased at the club, the club reserves the right to confiscate the product.
31. For buffets, all food which is not consumed within two hours at room temperature should be disposed of. Any person subsequently consuming food, or taking food home for consumption, does so at their own risk. The club cannot accept responsibility for food consumed other than at the location at which the food is supplied, and/or after the initial two-hour period.
32. Alcohol will not be served at any business meeting or conference.
33. Delegates cannot access the club restaurant or bar for private dining.

House and environs

34. We reserve the right to make changes to the interior and/or exterior of the venue between the time we accept your booking and the date of your event.

35. The club cannot guarantee that the venue and its surrounds will be free from additional structures (such as marquees, bonfires or scaffolding).
36. The club cannot guarantee that the venue and its surrounds will be free from building works.

Damage

37. The client is responsible if the club suffers any loss by you, any of your delegates or by any of your suppliers, or by any employee or officer of your suppliers, as a result of:
- a. any breakage or damage at the club, whether to the club itself or to any goods, furnishing, articles, equipment or any other property belonging to the club, or
 - b. theft of any items from the club.
38. The client agrees to 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.
39. No decoration of any kind can be attached to walls, doors, ceilings or any fixtures, inside or outside the club without prior authorisation. Sellotape is not permitted to be used within the club.
40. The club reserve the right to stop any activity which we reasonably believe is likely to cause damage to the interior or exterior of the venue or to risk the safety of people at the venue.

Abusive behaviour

41. The club staff are experienced, trained professional individuals. We ask that they are communicated to in a polite and respectful manner.
42. Any abuse to the staff whether verbal or physical will not be tolerated and will result in the client or delegate responsible being removed from the event and in extreme circumstances the event being cancelled, and the police called.
43. The client will be responsible to ensure that they and their delegates shall not act in any way to cause a nuisance, damage, disturbance, annoyance, inconvenience or interference to any adjoining or neighbouring property or to the owner, occupiers or users of the property or adjoining properties.
44. The client will ensure that their delegates exit the property quietly and respect our residents and neighbours.

Personal property

45. The club shall not be liable for the loss of or any damage to the property of the client or any delegate, 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.
46. Please note that the cloakrooms provided for the client and delegates are not under constant supervision of the club, and that any property deposited therein is left there at the sole risk of the owner.
47. It is the responsibility of the client to ensure that delegates are provided with information regarding the club's liability.
48. We do not accept liability for anything left in the club overnight.

Photography and videography restrictions

49. The use of drones is strictly prohibited at the club.

Smoking and vaping

50. Smoking and vaping are prohibited indoors.
51. The client shall ensure that the non-smoking rules are observed and only permit smoking in the designated areas.

Cancellation by the client

52. If a client cancels an event you must do so in writing.
53. The following cancellation charges will be imposed at the club's discretion:
- a. for cancellation made up to 1 week prior to the event the charge will be equal to the room hire.
 - b. for cancellation made less than 1 week prior to the date the charge will be 100% of the estimated total cost of the event.

Cancellation by the club

54. In event that the club is forced to cancel due to event outside our reasonable control, (*such 'force majeure' including but not exclusive to war, fire, serious adverse weather conditions, a pandemic or epidemic, or interruption or failure of utility services such as electric power, gas or water; order of Government or Local Authority having jurisdiction in the matter, changes in law, foreign government policy, act of God or serious damage to the venue*) we shall not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under our contract with you.
55. In these circumstances, we shall use every effort to notify you as soon as is reasonably practical.
56. If a booking must be cancelled the club will take reasonable steps to offer an alternative booking date.
57. If, as a result of such events, we believe we have no alternative but to cancel your booking, our sole liability to you shall be to refund you any money you have paid us towards your event.