

Terms and conditions for events at St Julians Club

Members hosting an event at St Julians must agree to comply with the terms and conditions listed below. By signing the 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 member. Any person, firm or company who enters into a contract for the provision of goods and/or services with the member(s) is liable to these terms and conditions and it is the member(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 event will be referred to as the 'member(s)'.
4. The person or body booked by the member as an external contractor will be referred to as the 'contractor'.

Membership

5. Only members of St Julians Club may book events at St Julians Club.
6. Non-members will be required to join the club before a booking can be confirmed.
7. The member will be liable for payment of event/cancellation fee/damages incurred.
8. All rules regarding Club membership are applicable.

Enquiries

9. A provisional booking will be held for a maximum of two weeks within which time a deposit will be required to confirm the reservation.
10. After this point, if no deposit is forthcoming, the booking will be released without notice.

Confirmation

11. All bookings are provisional until confirmed in writing and upon receipt of the deposit.
12. You will be asked to confirm your booking with a deposit. You are also required to sign the enclosed sheet which will be regarded as acceptance of the terms and conditions of business to the exclusion of others.

Deposit and payment

13. As confirmation of booking a non-refundable deposit of the room hire amount is required. The amount of deposit may vary depending on the date, room booked and details of the event.
14. Final numbers must be confirmed 7 days prior to the event date. The amount payable by the member shall be calculated on this final number or the number attending the event, whichever is the greater.
15. The club reserves the right to require payment, in whole or in part, prior to the event. Should a member 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.
16. Please note deposits are not refundable in the event of a cancellation by the member.
17. 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.
18. *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

19. The club reserves the right to change any of the prices without notice and our prices within the cost examples and brochure provided are a guideline.
20. All prices include VAT.
21. The club adds a 10% service charge on the total cost of your event.

Timings

22. *Luncheon:* 12 noon to 5pm.
23. *Evening party:* 7pm to midnight.
24. *For evening parties with amplified music:* Amplified music can be played until 11:30pm followed by 15 minutes of quiet background music. There is no music from 11:45pm.
25. Final order for drinks are at 11:45pm with guests departure by midnight.
26. Access to the room prior to the times as agreed above by the member or any contractor will require written authorisation by the club prior to the event.
27. Members must vacate the rooms at the times stipulated by the club.

Minimum requirements

28. *Informal (standing) party: Lounge:* The member must provide 1.5 drinks on arrival plus suitable food for all attendees as agreed between the member and the club.
29. *Formal (seated) party: Lounge:* The member must provide 1.5 drinks on arrival plus suitable food for all attendees as agreed between the member and the club, with 2 glass of wine per person served with the meal.
30. *Formal or informal party: Gallery:* The member must provide all drinks from arrival through the evening as well as suitable food for all attendees as agreed between the member and the club. The Gallery maximum capacity for a seated party 24 for an informal party 30.
31. **Private use of the Gallery incurs a minimum spend of £1000** excluding gratuity - the 'minimum spend' is the least amount of money a member must guarantee to spend on agreed food and drink for exclusive use of the Gallery.
32. If the minimum spend is not reached, then you will be billed the value of the shortfall against the agreed minimum spend.

Catering

33. The club provides all catering for the total number of guests attending the function.

34. External caterers are not permitted.
35. No party or event can be held at the club where suitable food is not served by the club. This will be agreed between the member and the club.
36. For buffets and BBQs, all food which is not consumed within two hours at room temperature will 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 otherwise than at the location at which the food is supplied, or after the initial two-hour period.
37. Any food prepared or supplied by the member for the event with the agreement of the club is to be documented and a proven record of 'Source to Table' is required seven days before the event. Failure to do so will result in non-serving of relevant produce.

Cake

38. You may bring a celebration cake which St Julians staff will cut and wrap in a white napkin for you to serve to your guests with coffee or for your guests to take home for no additional charge.
39. In cases where a celebration cake is supplied by the member and you wish to use it in place of a dessert supplied by the club, we will charge a 'cakeage' of no less than £10 per guest.
40. The Club requires a full list of cake ingredients with the allergens highlighted in bold.
41. The club accepts no responsibility for storage of the cake prior to the event or assembly of the cake.

Corkage

42. The club does not allow corkage.
43. Any alcohol either given as gifts or received as gifts may not be consumed on the premises.
44. If any guest is found to be consuming any drink that has not been purchased at the club, the club reserves the right to confiscate the product and remove the guest from the premises.

House and environs

45. 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. For example, changes to the décor and colour schemes of function rooms.
46. The club cannot guarantee that the venue and its surrounds will be free from additional structures (such as marquees, bonfires or scaffolding).
47. The club cannot guarantee that the venue and its surrounds will be free from building works.

Damage

48. The member is responsible if the club suffers any loss by you, any of your guests 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.
49. The member 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.
50. We reserve the right to stop any activity which we reasonably believe is likely to cause damage to the interior or exterior of the club or risk safety of any people at the club.

Abusive behaviour

51. The club staff are experienced, trained professional individuals. We ask that they are communicated to in a polite and respectful manner.
52. Any abuse to the staff whether verbal or physical will not be tolerated and will result in the member or guest responsible being removed from the event and in extreme circumstances the event being cancelled, and the police called.
53. The members will be responsible to ensure that they and their guests 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.
54. The members will ensure that their guests exit the property quietly and respect our residents and neighbours.

Personal property

55. The club shall not be liable for the loss of or any damage to the property of the member 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.
56. Please note that the cloakrooms provided for the members 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. It is the responsibility of the members to ensure that guests are provided with information regarding the club's liability.
57. We do not accept liability for anything left in the club overnight. Anything of any value should be removed at the end of venue hire.
58. Any other items belonging to the member will be removed from the rooms by our staff and must be collected from the office by 11am the following day.

Contract with third parties (music and entertainment)

59. Live music is permitted within the club; however, the use of heavy drums is prohibited. Any drums used in the club must use hot rods or an electronic drum kit to control their volume.
60. Sound and music must be kept below the decibel limit described below. Please note the club will do a full sound check with the contractor at the beginning of the event.
 - a. **For a luncheon party the decibel limit is 80db.**
 - b. **For an evening party the decibel limit is 90db.**
61. Activities and equipment that produce bubbles, smoke, haze or flames are not permitted at the club.

62. Music volume must be maintained through use of appropriate amplified control. Failure to adhere to this limit will result in the power to the band or DJ being cut.
63. Amplified music is not permitted outside. Non amplified music is permitted within the grounds of the club.
64. Contractors often specify catering is provided for them on the day at a specific time. It is the members responsibility to ensure the club has details of this in advance. Drinks and meals provided to contractors will be charged to the member accordingly unless specified otherwise. No external catering can be brought into the club.
65. We do not have a separate private room that can be used specifically for the band or entertainment and there are no changing rooms. We do have our office that can be used to store personal items.
66. Please ensure you check the contract between you and the chosen supplier.
67. Entertainment booked by the club for your function is liable to a cancellation fee as per the contract issued by the entertainment.
68. The club must be informed of all suppliers at least 14 days in advance of the event and copies of suitable public liability insurance is required.

Procedures for third party contractors at the club

69. The member must provide each contractor with the relevant terms and conditions of supplying products at the club.
70. The member must arrange suitable times for the contractor to gain access to the club to set up.
 - a. **For a luncheon party contractors may set up from 10am.**
 - b. **For an evening party contractors may set up from 5:30pm.**
71. Timings must be confirmed in writing and authorised by the club. Access to the room prior to the times as agreed by the member or any contractor will require written authorisation by the club prior to the event.
72. The club reserve the right to restrict access to the rooms if permission has not been granted. The contractors will adhere to the restriction placed upon them by the club regarding setup and access to the rooms.
73. All contractors must always operate in a safe and responsible manner with due regard for the health and safety of all persons within the club and comply with all safety procedures as advised by the Duty Manager (e.g. keeping emergency escape routes clear).
74. Contractors are permitted to park in front of the premises to unload their equipment prior to the start of the event. A clear access route must always be available. Once equipment is unloaded, all vehicles must be moved to the main car park for the duration of the event. At any point contractors must move their vehicles immediately if instructed to do so by either the Duty Manager or a member of the club staff.
75. Equipment must not be leant against walls or doors, and nothing may be affixed to walls, doors or flooring. Contractors must provide and use rubber cable covers. Please note: if any damage is caused to the club, the member shall be responsible the cost of this damage in full.
76. Contractors must fully pack up and clear the building within 1 hour of the event finish time. Should they require longer to clear up this must be arranged in advance of the event with the club. They must leave the area they have been working in clear and tidy. The contractor will ensure that they clear up and exit the property quietly and respect our residents and neighbours.
77. The contractor will be responsible to ensure that they and their associates 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.
78. All contractors must comply with any directions of club's Duty Manager regarding the proper use of the premises and items brought onto it. The club shall, at its absolute discretion, cancel or terminate any event if disorder, destruction, or damage to the club is considered likely or has occurred in connection with the event.

Documentation required from third party contractors

79. All Contractors must hold Public Liability Insurance with a minimum cover of £2 million and be able to provide a copy of the current certificate no later than 14 days prior to the event date.
80. All portable electrical appliances connected to electrical points within the club over 12 months old must have been tested in accordance with the *Electricity at Work Regulations 1989* by a competent person approved by the *Institution of Electrical Engineers*. Evidence of the satisfactory testing of each appliance must be available on request (i.e. current PAT certificates). This must be provided no later than 14 days prior to the event date.

Decorations (dance floors, flowers, confetti etc)

81. No decorations 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 to be used on the walls or pictures within the club. 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.
82. Dancefloor operators must lay protective matting onto the floors within the club prior to being assembled. Should matting not be provided then the dancefloors will not be able to be laid.
83. Confetti cannons are not permitted within the club. Metallic foil confetti or glitter confetti cannot be used outside the club or in the grounds. Biodegradable paper or rose petal confetti is an acceptable alternative.
84. Within floral arrangements, the stamen from lilies must be removed prior to arrival at the club.
85. Floral arrangements on the piano must be sealed, so that no water damage occurs.
86. The club accepts no responsibility for floral arrangements stored in the club prior the event.
87. Materials that are easily ignited or have rapid spread of flame characteristics are prohibited at the club. Any furnishings, drapes or furniture used within the club should be inherently fire retardant or treated to achieve the same standard. A further risk assessment may need to be carried out by the contractor prior to events where large quantities of combustible or flammable material may be introduced to the club.
88. Candles can be used at the club but must be contained within a suitable container to prevent wax damage.
89. Fireworks, sparklers and Chinese lanterns are not permitted at St Julians Club.

90. Inflatable bouncy castles are not permitted.
91. We reserve the right to refuse suppliers we deem unsuitable for the venue or its environs.

Photography and videography restrictions

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

Smoking and vaping

93. Smoking and vaping are prohibited indoors.
94. The members shall ensure that the non-smoking rules are observed and only permit smoking in the designated areas.

Swimming pools

95. In the interest of safety, the pool area is off limits for any guests for the duration of the function.
96. The fenced pool area is an accessible non-supervised area and the pools do not have lifeguards. Due to the nature of the club, the supervision of children whilst in the grounds is your responsibility and of the utmost importance. The member is required to organise supervision of all children attending the event at all times when they are playing in the grounds.
97. Any 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.
98. Glasses and crockery are not permitted in the pool area in any circumstances.
99. The consumption of alcohol is not permitted in the pool areas in any circumstances.
100. Full member(s) whose guests are attending functions are not permitted to use the pools without prior authorisation. If authorisation is obtained a charge will be made to the member(s) for any pool users. Non-swimmers and children under 16 years of age are not permitted to use the pools without proper supervision from a responsible adult Full member swimmer who must take responsibility for their conduct and safety.
101. Social membership does not permit use of the pools in any circumstances.

Damage to the pools

102. 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.

Cancellation by the member

103. If a member(s) cancels a function you must do so in writing. If we can re-let the facilities for a similar occasion, only the deposit will be held.
104. Entertainment booked on your behalf by the club is liable to a cancellation fee as per the contract issued by the entertainment. You will be liable for payment of all cancellation fees to them.
105. The following cancellation charges will be imposed at the club's discretion:
- for cancellation made between booking and 12 weeks prior to the date the charge will be the deposit already paid.
 - for cancellation made between 12 weeks and 1 week prior to the date the charge will be 50% of the estimated total cost of the event *less* VAT.
 - for cancellation made less than 1 week prior to the date the charge will be 100% of the estimated total cost of the event *less* VAT.

Cancellation by the club

106. 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.
107. In these circumstances, we shall use every effort to notify you as soon as is reasonably practical.
108. If a booking must be cancelled the club will take reasonable steps to offer an alternative booking date.
109. The use of the club shall not be for any purpose other than that specified by the member. The club shall not be used for any illegal or immoral purposes, or any use that could breach any act, by-law or other regulation or jeopardise any insurance cover in respect of the club, or used in such a way that the club deems will be detrimental to the reputation or business, we reserve the right to cancel and shall not be liable.
110. 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, not including the non-refundable deposit, which you have paid us towards your event.

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

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 Event:

Deposit payment

I enclose a deposit of £

Cheques should be made payable to **Rumshott Estate Ltd**.

For card payments – these can be taken over the telephone or in person.

For bank transfers please use your **name as reference**:

Account name: Rumshott Estate Ltd

Barclays Bank account number: 80782742

Sort code: 20-14-58

For non-members

If you are not currently a member of St Julians Club, we also require your completed application form and fee with your deposit and completed terms and conditions form.