

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 will request payment of at least **75% of the estimated total**, 14 days prior to the date of your event.
16. The amount payable by the member(s) after the event shall be calculated on the final number of guests confirmed at the point of pre-payment, or the number attending, whichever is the greater.
17. Please note **deposits are not refundable** in the event of a cancellation by the member.
18. Invoices will be submitted on completion of the event less deposits and pre-payment. Payment in full is due seven days from the date of the invoice.
19. *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

20. 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.
21. All prices include VAT.
22. The Club adds a 10% service charge on the total cost of your event.

Timings

23. Timings for day or evening events are as follows:
 - a. **Luncheon: 12 noon to 5pm.**
 - b. **Evening party: 7pm to midnight.**
24. 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.
25. **End times for evening parties (held in the Lounge room) 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.**
26. Last orders for drinks are at 11:45pm with guests' departure by midnight.
27. Members must vacate the rooms at the times stipulated by the Club.

Maximum capacity and hire charges

28. The maximum capacity for the Lounge and Conservatory:
 - a. **Seated (Lounge) party:** 60
 - b. **Seated (Lounge and Conservatory):** 76
 - c. **Standing (Lounge and Conservatory) party:** 100
29. Hire of the Lounge and Conservatory:
 - a. **Lunch bookings - 12noon to 5pm** £1000
 - b. **Evening bookings - 7pm to midnight** £1000
 - c. **Whole day events - 12 noon to midnight** £2000

30. Private use of the **Gallery** room or **Restaurant** is available for more intimate events. These rooms are reserved without 'hire charge'; instead the member agrees payment of a 'guaranteed minimum spend'
31. The maximum capacity for the Gallery room:
 - a. **Seated:** 30
 - b. **Standing:** 40
32. **Private use of the Gallery is offered with a guaranteed minimum spend of £1000** excluding gratuity
33. The maximum capacity for the Restaurant:
 - a. **Seated:** 18
 - b. **Standing:** the Restaurant is not available for a standing event.
34. **Private use of the Restaurant is offered with a guaranteed minimum spend of £750** excluding gratuity
35. The member agrees that for private use of the Gallery or Restaurant, if the 'guaranteed minimum spend' is not reached, excluding gratuity, the Club will bill the cost of the shortfall to reach the guaranteed amount.

Minimum requirements

36. **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.
37. **Formal (seated) party: Lounge:** The member must provide 2 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 as well as a suitable bar tab for soft drinks.
38. **Formal or informal party: Gallery:** The member must provide all drinks through the event as well as suitable food for all attendees as agreed between the member and the Club.
39. **Formal party: Restaurant:** The restaurant is only available for seated events. The member must provide all drinks through the event as well as suitable food for all attendees as agreed between the member and the Club.

Catering

40. The Club provides all catering for the total number of guests attending the function.
41. External caterers are not permitted.
42. 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.
43. 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.
44. 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

45. In cases where a celebration cake is supplied by the member and it is to be used in place of a dessert supplied by the Club, we will charge a 'cakeage' of no less than £7 per guest.
46. You may bring a celebration cake which St Julians staff will cut to serve to your guests with coffee for no additional charge, providing that a dessert is supplied by the Club.
47. The Club requires a full list of cake ingredients with the allergens highlighted.
48. It is the responsibility of the member to ensure that guests at their party with allergies and food intolerances are aware of any allergens their cake includes.
49. The Club accepts no responsibility for storage of the cake prior to the event or assembly of the cake.

Allergens

50. It is the responsibility of the member to inform the Club of any specific dietary requirements for any of their party, in particular allergies.
51. While we make every effort to prevent cross contamination in our kitchens, be aware that our food is prepared in kitchens that contain gluten, nuts and other allergens and, as such, we cannot completely guarantee that there is no risk of cross-contamination.
52. For customers with mild food allergies and food intolerances we prepare dishes separately from our main production and only ingredients without any allergens are used. Using only these ingredients combined with strict controls and a limited menu, we will be able to serve customers with low-risk allergies and food intolerances safely.
53. For customers with serious allergies, particularly nut/dairy and gluten allergies, who may react to a trace of an allergen, it is important to recognise that even with above level of control there may still be traces of allergens present in the food from airborne contamination and in that case, may not be suitable for them to eat.
54. If you suffer from an allergy or need to provide food for any person with an allergy, it is of the utmost importance that the member recognises this above statement, and it is the members responsibility to share the above statement with the person(s) with allergies attending the event at the Club.
55. Upon acceptance of these terms and conditions the member takes on the responsibility of ensuring that the guest is aware and accepts the risks.

Corkage

56. The Club does not allow corkage.
57. Any alcohol either given as gifts or received as gifts may not be consumed on the premises.
58. 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

59. 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.

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

Damage

62. 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, equipment or any other property belonging to the Club, or
 - b. theft of any items from the Club.
63. 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.
64. 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

65. We ask that the Club staff are communicated to in a polite and respectful manner.
66. 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.
67. 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.
68. The members will ensure that their guests exit the property quietly and respect our residents and neighbours.

Personal property

69. 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.
70. 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.
71. 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.
72. 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.

Music and entertainment (contract with third parties)

73. 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.
74. 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.**
75. Activities and equipment that produce bubbles, smoke, haze or flames are not permitted at the Club.
76. 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.
77. **Amplified music is not permitted outside**. Non amplified music is permitted within the grounds by prior agreement with the Club.
78. 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.
79. **We do not have a separate private room that can be used specifically for your entertainment and there are no changing rooms**. We do have our office that can be used to store personal items.
80. Please ensure you check the contract between you and the chosen supplier.
81. Entertainment booked by the Club for your function is liable to a cancellation fee as per the contract issued by the entertainment.
82. 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

83. The member must provide each contractor with the relevant terms and conditions of supplying products at the Club.
84. 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.**
85. Access to the room prior to the times as agreed by the member will require written authorisation by the Club prior to the event.
86. 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.
87. 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).
88. 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.

89. Please note: if any damage is caused to the Club by the entertainment, the member shall be responsible the cost of this damage in full.
90. 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.
91. 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.
92. 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

93. 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.
94. 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).

Decorations (dance floors, flowers, confetti etc)

95. 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 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
96. Mobile dancefloors are not permitted within the Club.
97. Confetti cannons are not permitted within the Club. Metal or glitter confetti cannot be used outside the Club or in the grounds. Biodegradable paper or rose petal confetti is an acceptable alternative.
98. Floral arrangements on the piano must be sealed, so that no water damage occurs.
99. The Club accepts no responsibility for floral arrangements stored in the Club prior the event.
100. 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.
101. Candles can be used at the Club but must be contained within a suitable container to prevent fire or wax damage.
102. Fireworks, sparklers and Chinese lanterns are not permitted at St Julians Club.
103. Inflatable bouncy castles are not permitted.
104. We reserve the right to refuse suppliers we deem unsuitable for the venue or its environs.

Photography and videography restrictions

105. The use of drones is strictly prohibited at the Club.

Smoking and vaping

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

Children

108. Due to the nature of the Club, the supervision of children whilst in the grounds is your responsibility and of the utmost importance.
109. The member is required to organise supervision of all children attending the event at all times when they are playing in the grounds.
110. The members must pay special attention to signs indicating areas that are off limits to members and children.

Swimming pools

111. In the interest of safety, the pool area is off limits for any guests for the duration of the function.
112. The fenced pool area is an accessible non-supervised area and the pools do not have lifeguards.
113. 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.
114. Glasses and crockery are not permitted in the pool area in any circumstances.
115. The consumption of alcohol is not permitted in the pool areas in any circumstances.
116. Full member(s) whose guests are attending functions are not permitted to use the pools without prior authorisation.
117. If guests are found to have entered the pool area, in particular, after hours, the Club reserves the right to add a 'disruption' surcharge to the bill of no less than £500.
118. Social membership does not permit use of the pools in any circumstances.

Damage to the pools

119. 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

120. 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.
121. 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.
122. The following cancellation charges will be imposed at the Club's discretion:
 - a. for cancellation made between booking and 12 weeks prior to the date the charge will be the

deposit already paid.

- b. 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*.
- c. 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

- 123. 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.
- 124. In these circumstances, we shall use every effort to notify you as soon as is reasonably practical.
- 125. If a booking must be cancelled the Club will take reasonable steps to offer an alternative booking date.
- 126. 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.
- 127. 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

FAQs:**Can I book a party without being a member?**

No. You must be a member to host a party at the Club. You may become a member to host an event: a single social membership is sufficient in most cases.

How do I confirm my booking?

You will need to return the completed booking form and pay the requested deposit. Deposits are non-refundable.

Can I hire just the Conservatory for my event?

The Lounge and Conservatory can only be hired together, and the full hire charge is applicable.

Is there a hire charge to use the Gallery?

There is no set hire charge to use the Gallery or the Restaurant privately. However, private use of either of these rooms requires a minimum spend. If this is not reached on the day the Club will bill you the cost of the shortfall to reach the minimum spend.

What time does the party end?

For evening parties, loud amplified music must stop at 11:30pm. Quiet background music may be played until 11:45pm when it is 'last orders' at the bar. The event ends at midnight.

PLEASE NOTE - There is a **strict** decibel limit of 90 decibels for amplified music.

A lunch party ends at 5pm.

What is the service charge?

A 10% service charge is added to your total bill. This is the gratuity that is paid to all the staff who catered and served you party. We split this equally amongst all these staff.

Can I eat my cake?

External catering is not permitted at the Club, except for celebration cakes. These can be used as your dessert, in lieu of a catered dessert, **but there is a charge for this**. If you just want a slice of your cake with coffee after your served meal (which included a catered dessert provided by us) there is no additional charge.

I have guests with dietary requirements, allergies and intolerances – what can you do?

Once you choose your menu, we will discuss your guests' dietary requirements. You must let us know about these guests in advance. We will alter your chosen dishes to cater for dietary requirements.

PLEASE NOTE - Although we work within strict controls, for serious allergies we cannot guarantee that there will not be cross contamination, particularly from airborne allergens, and you will need to let your guests know this in advance.

What happens if something of the Clubs gets broken?

You are liable for any damage to the Club inside or out by you, your guests, or your hired contractors.

Can I use the pools or tennis courts?

No.

You and your guests may not use the tennis courts or swimming pools or indeed enter the fenced pool area during your party. If the pool area is entered we may charge you for having to deal with this. Eg If any glass or crockery is taken to the pool area or any damage is incurred by you or your guests, you will be liable this.

It is best that you make sure your guests know they may not use these facilities.

Can I arrange fireworks?

No.

We do not allow fireworks, sparklers, Chinese lanterns at the Club.

Can't my guests just buy all their drinks?

Depending upon the format of your party, if you wish for guests to buy drinks, you will need to host an informal style party (*one without formal seating*). In this case we have a minimum requirement that you provide at least 1.5 served drinks on arrival. After this your guests can buy all their own drinks.

Do I have to cater for everyone coming?

Yes. Our buffets are worked out at a per head cost and you will be billed for the final number of guests confirmed at the point of pre-payment, or the number attending, whichever is the greater.

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:

Dated:

Date of Event:

I have paid a deposit of £

Card payments – please call the office as these can be taken over the telephone or in person.

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.

I have completed and returned to the Club my membership application form

I have paid membership of £