

The Orchard

Terms and Conditions & Contract of Booking:

- 1) To make a firm booking we will require your signed copy of this contract providing such date has been agreed with The Orchard along with the booking deposit. All deposits not including damage deposits are non-refundable.
- 2) 1 month before event a £250 damage deposit is due, in the form of cash or cheque. If there is no damage to the property, stolen items or damage to any items within the property, you will receive your full £250 back in any form you have agreed with the management the following week.
- 3) Cancellation Policy : In the event of cancellation of any booking or non-arrival by a client, the client shall pay The Orchard a cancellation fee.
Charges incurred if function cancelled:

1 year prior to the event	-	50% of anticipated revenue
6 months prior to the event	-	75% of anticipated revenue
3 months prior to the event	-	100% of anticipated revenue
- 4) If you wish to cancel an event then initially telephone The Orchard & make a verbal cancellation. This must be followed by written confirmation that you wish to cancel your event.
- 5) 100% of the final amount is required 1 month prior to your event date along with the £250 damage deposit, payable by cash, cheque or BACS.
- 6) One menu should be chosen for the entire party. Vegetarians and those with special dietary needs can be catered for by special arrangement.
- 7) Food & drink other than that purchased at The Orchard is not allowed to be consumed anywhere on the premises. Should this occur we have the right to retain the damage deposit.
- 8) If you have hired The Orchard Suite, you must have our in house DJ. No outside DJs will be allowed to play in The Orchard Suite.
- 9) The Orchard cannot be held responsible in the event of injury or fatality of the client or their guests, including children who must be under adult supervision at all times.
- 10) The Orchard cannot accept responsibility for the property of the client or guests anywhere on the premises.
- 11) Because functions are normally booked in advance, we reserve the right to increase prices. If we have cause to do so we will, however, endeavour to keep any increases to a minimum.

12) The Orchard Suite is for hire for a minimum of 100 guests. Should numbers be below this we have the right to withhold the return of the damage deposit.

13) The Orchard reserves the right to cancel any bookings, without liability on our part, in the event of damages or destruction or any other cause for reason beyond our control, such as damage by fire, power cuts, bad weather conditions, strikes, shortage of food supplies or labour and will, without liability on our part, make every effort to find a suitable alternative venue.

14) The person who signs the terms and condition will be solely responsible for any damaged or stolen items and will be invoiced accordingly. Settlement will be due within 14 days.

15) No variation to the Terms and Conditions unless accepted and confirmed in writing by us.

Please sign below to confirm you agree to the above terms and conditions of booking:

Signed: _____ Date: _____

Print Name: _____

Address: _____

Date of Function: _____

The Orchard

Telephone : 01622 861500

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