

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) 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
- 3) 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.
- 4) 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.
- 5) One menu should be chosen for the entire party. Vegetarians and those with special dietary needs can be catered for by special arrangement.
- 6) 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.
- 7) 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.
- 8) 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.
- 9) Drug abuse will not be tolerated. The venue reserves the right to bring the event to an end immediately if drugs are found on the premises or in fact if there is just cause to suspect that drug use is taking place. We will not be liable for any supplier fees the client incurs should the event be cancelled on the date or during the event nor will the venue issue any form of refund or return the damage deposit. Should guests be found using drugs or the venue has reasonable cause to suspect drugs are being used and therefore risking the venues reputation and licence, we reserve the right to call the police.
- 10) Physical or verbal abuse of our staff will not be tolerated, and the venue reserves the right to bring the event to an end immediately should abuse of staff take place.
- 11) Minors will not be served nor should they be consuming alcohol on site and should there be reason to suspect adults are purchasing alcohol for minors, the venue reserves the right to cease the serving of alcohol.

12) The Orchard cannot accept responsibility for the property of the client or guests anywhere on the premises.

13) 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.

14) The Orchard Suite is for hire for a minimum of 100 guests unless otherwise specified with the venue during the enquiry stage. The Oak Rooms is for hire for a minimum of 30 guests unless otherwise specified with the venue during the enquiry stage. Should numbers be below this we have the right to withhold the return of the damage deposit.

15) 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.

16) No variation to the Terms and Conditions can be applied by the client once the signed copy is returned to the venue.

17) One week prior to your event date, a cash payment of £250 will be made to the venue in the form of a damage deposit. This deposit will be available to collect post-event, within one week of your event date as pre-arranged with the venue. The damage deposit will be returned in full subject to no damages, breakages, requirement for external suppliers to be called (ie a plumber), theft of venue items and furnishings or unreasonable cleaning requirements. The return of the damage deposit is not exhaustive of the above and will be in accordance with the venues discretion. A proportion may be returned in accordance with any costs to the venue. The venue reserves the right where it is deemed reasonable to retain the entire damage deposit amount in full. The person who signs the terms and conditions will be solely responsible for any damaged or stolen items.

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

Signed: _____ Date: _____

Print Name: _____

Address: _____

Date of Function: _____

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