



## TERMS AND CONDITIONS

As from 1st August 2008

### Definitions

- In this agreement "We" "Us" and "Our" mean The Sandon and Dodds Bar and "You" and "Your" mean the Client. The "Venue" means The Sandon and Dodds Bar Suites and the "Event" means the event booked and described herein. The terms set out below are the terms of the contract for the provision of the facilities at the venue for the event. These terms may only be varied by agreement between you and us recorded in writing and signed by both parties.

Suite	Min No's	Max No's
Acorn	150	300
Sun Terrace	40	100
George Edward	120	240
Atrium	N/A	60
The Village	50	150
Houldings	N/A	110

- Daytime hire is up to 6.00pm (Saturday's will be up to 5.00pm). Evening hire is from 7.30pm through to 1.00am (your room will be available from 7.30pm)
- A late licence of 1 extra hour can be provided. The cost of this is £50.00 (except Sundays).
- Access time will be confirmed two days prior to your Function, subject to business and management discretion, if room is in use it will be 1 hour before.

### 1. Deposits

- £50.00 deposit is required to confirm all bookings. Deposits will be returned after the event unless loss or damage is caused to any of our property, minimum numbers are not reached or in the event of a breach of conditions. This will be sent through the post by cheque on the next working day.
- £500.00 deposit is required to confirm day and evening weddings. £450.00 of this deposit will be deducted from your final balance, the remaining £50.00 will be returned after the event unless loss or damage is caused to any of our property, minimum numbers are not reached or in the event of a breach of conditions. A further £1,000.00 will be required 3 months prior to your wedding.
- In the event of any cheques being returned by the Bank we reserve the right to add an extra administration charge to your account to cover bank charges.
- All deposits are non-refundable in the event of cancellation.
- We will be entitled to invoice you for any charges in connection with the event and any other charges agreed between you and us.
- All final balances must be settled 6 weeks prior to the event. Any extras to be paid on the day, no accounts unless by prior arrangement. If paying deposit by debit/credit card we will confirm with you to take the final balance off this card 6 weeks prior to the event.

### 2. Cancellations

- In the event of cancellation or non-arrival of any booking by a customer, the customer shall pay The Company a cancellation fee. The Company shall do its utmost to re-let the date, but if unable to do so, the following charges will apply:
  - 90 days before date of arrival 30% of anticipated revenue.
  - 60 days before date of arrival 60% of anticipated revenue.
  - 30 days before date of arrival 80% of anticipated revenue.
  - 14 days before date of arrival 100% of anticipated revenue.
- The Company reserves the right to cancel any booking forthwith and without any liability on its part in the event of any damage or destruction of the company by fire or other causes, any shortage of labour or food supplies, strikes or walkouts, industrial unrest or any other causes beyond the control of the obligation in connection with any booking. In these circumstances, every effort will be made to accommodate the booking in another similar venue of equal standard. If a customer's booking is accepted by The Company on the basis that a minimum number of persons will attend the function, the amount payable by the customer shall be calculated on such minimum numbers or the number actually attending, whichever is the greater.
- If you do not make full payment on the due date we reserve the right to cancel the event.
- All cancellations must be notified in writing.

### 3. Damages

- The customer shall be responsible for any damage(s) caused to our function rooms, fixtures, fittings, furnishings or any adjacent or adjoining buildings or land owned by the Company, by wilful act of the customer or guests and shall pay The Company the amount to remedy the damage.
- We do not take any responsibility for loss or damage to any personal belongings.
- Neither you nor any persons connected with you will affix anything to the walls, floors or ceilings of the venue without our prior approval.

### 4. Prices

- Firm prices for entertainment, food and beverages are established where possible, three months prior to the function.

### 5. External Suppliers

- We do not accept any liability for any damage(s)/death caused to any person(s)/property from an external supplier. We will have no liability to you if we refuse our approval for any reason. All equipment must be removed from the premises at the end of the evening. Unfortunately, we cannot allow bands in the George Edward Suite, solo /duo artistes only with limited equipment. Artistes service doors CANNOT be opened until all music has finished due to being in a residential area.



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### 6. Hiring Clause

- In the event of any Liverpool FC or England Football Fixtures or an event at Liverpool's Football Ground, Anfield, being pre-scheduled to take place on the day of the Function, the Company reserves the right to give notice as soon as possible to cancel the Function. In the event of a cancellation under the above clause, the Company's sole liability shall be to refund the client any hiring fee and deposit paid.

### 7. Conditions

- We must comply with certain licensing and statutory regulations and you agree to assist us in complying with such regulations, rules and requirements.
- We do not accept liability for any failure to provide or delay in providing the services contracted as a result of circumstances beyond our control.
- We will have no liability to you or members of your party for any consequential loss or damage of any kind.
- Nothing in this agreement excludes or limits our liability for death or personal injury caused by our negligence.
- The manager is authorised to apply on behalf of the Directors any and all discretion's, approvals and requirements which fall to us to be exercised or required in accordance with this agreement.
- Any person(s) attempting to bring in or consume any form of beverage(s) (without prior arrangement) which have not been purchased on the premises will be asked to leave.
- Any person(s) found to have taken or be in possession of drugs will be removed from the premises, the police will be informed to carry out their investigations.
- Please note as from 1st July 2007 the Sandon/Dodds Bar will be a no smoking venue. No smoking signs will be situated throughout the premises. It is your responsibility to ensure that all members of your party are aware and abide by these laws, anyone caught will be asked to leave.
- Forms of identification will be asked for on entry if person(s) are suspected of being under 21 years old.
- No children under 18 years old are allowed at evening functions unless by prior arrangement. Where special permission has been given for under 18 year olds to attend a Function, it is the responsibility of the client to ensure that they do not consume any beverages containing intoxicating liquor/alcohol. Any children under 18 years old found to be under the influence of intoxicating liquor/alcohol will be removed from the premises. Children attending private parties must be kept under control and supervised at all times.
- All children must be off the premises by 7pm. Where parties are booked for both day and evening, the bar will close at 6pm and re-open when all children have left (unless by prior arrangement).
- The dress code is smart dress, no sportswear. No admission after 11.00pm. The management reserve the right to refuse admission.
- Please note the Company do not allow 18th Birthday Parties (without prior approval).
- Above prices not applicable for meetings, conferences and exhibitions.
- It is your responsibility to ensure that all members of your party/suppliers are aware of the aforementioned terms and conditions.

### 8. Other

- The company reserves the right to amend these Terms and Conditions at its own discretion.

### 9. Food and Beverage

- Wedding Receptions for day and evening will be catered for in house. No outside caterers will be allowed.
- For day and evening wedding receptions minimum numbers apply, minimum numbers for the daytime is 40 and minimum numbers for the evening is as stated in the above table.
- Where our catering is required the minimum numbers for the chosen Suite must be catered for. An estimation of your final numbers along with final timings and any special requests will be required no less than one month prior to the event and final numbers no less than two weeks before.
- We do not knowingly or intentionally supply products derived wholly or in part from genetically modified ingredients. We cannot guarantee that any product on our menu's are totally free from nuts or nut derivatives or that fish products are free from all bones.
- THE COMPANY WILL NOT ACCEPT LIABILITY OF FOOD POISONING OR FOOD RELATED ILLNESSES IF CATERING IS SUPPLIED BY THE CLIENT AND BROUGHT ONTO THE PREMISES. THE COMPANY WILL REFUSE ANY FOOD TO BE ALLOWED ONTO THE PREMISES IF THE TERMS AND CONDITIONS HAVE NOT BEEN COMPLETED AND SIGNED ON CONFIRMATION OF THE BOOKING. ONLY AGREED ITEMS CAN BE ALLOWED ONTO THE PREMISES, THE COMPANY DOES NOT HIRE THE FACILITIES FOR THIS PURPOSE.
- If own catering is prepared no cooking or preparation of food is allowed on the premises, the use of The Company's facilities or utensils is not allowed.
- IF MINIMUM NUMBERS ARE NOT REACHED YOU WILL LOSE YOUR DEPOSIT.
- IF OWN CATERING IS PREPARED, ALL FOOD, EQUIPMENT AND UTENSILS MUST BE TAKEN OFF THE PREMISES **IMMEDIATELY** AFTER THE EVENT, ANYTHING LEFT WILL BE REGARDED AS RUBBISH AND DISPOSED OF.
- NO BEVERAGE(S) TO BE BROUGHT ONTO THE PREMISES UNLESS BY PRIOR ARRANGEMENT, **(THIS ALSO INCLUDES CHILDREN'S DRINKS)** IN WHICH CASE A CORKAGE CHARGE WILL BE LEVIED, AS FOLLOWS:  
75CL WINE: £5.00 PER BOTTLE  
750ML SPARKLING WINE: £8.00 PER BOTTLE  
750ML CHAMPAGNE: £10.00 PER BOTTLE

I have read the above Terms and Conditions and agree to them.

Client Name:(Print) \_\_\_\_\_

(Sign) \_\_\_\_\_

(Date of Event) \_\_\_\_\_

Occasion: \_\_\_\_\_

Address: \_\_\_\_\_

Signed for an on behalf of The Sandon/Sam Dodds):

Date: \_\_\_\_\_

Copy Given to Customer Yes / No