

## Terms and Conditions for the hire of Merley House

### Use of Merley House

Anyone using Merley House is required to comply with Licensing, Health and Safety, and all other regulations put in place by Merley House.

Clients must not under any circumstances carry out electrical work.

No candles or similar can be used inside Merley House unless previously agreed in writing by Merley House.

Merley House cannot take responsibility for any local electrical faults that may have affect to the power supply at Merley House.

It is the responsibility of the client/organiser to ensure that first aid arrangements are covered. In the unlikely event of a fire it is the responsibility of the client/organiser to assist Merley House staff to ensure all their guests have evacuated swiftly and safely. Merley House cannot take responsibility for any personal injury caused. Children are welcome at Merley House however we cannot accept any liability in the event of an accident due to children playing and running around.

Merley House cannot take responsibility for any lost, damaged or stolen property. No items are to be left overnight in the house for collection the following day unless previously arranged in writing.

Due to fire regulations and to avoid over-crowding we can only accommodate the following amount of people in each room for the ceremony;

- Old Library - 100 people
- Dining Room - 60 people
- Dining Parlour - 60 people

Only the rooms stated in your booking can be used during your event.

### Food and Drink

Merley House has their own kitchen facilities and all food will be provided by them. For environmental health reasons, any remaining food will be disposed of at the end of the event and cannot be taken away by the hirer. Merley House reserves the right to change the menu on the day.

Merley House has the right to confiscate any drinks found in or around the house that are not provided by Merley House and have not been agreed in writing by prior arrangement.

It is the responsibility of the client/organiser to ensure that their guests do not bring their own drink, alcoholic or otherwise for consumption on the premises. Drinks are to be consumed inside the building only, not in the grounds or driveway.

### Entertainment

All entertainment must be approved by Merley House in writing and all details and timings of the entertainment must be given to Merley House before the event.

Clients must supply Merley House with an up to date PAT certificate for any equipment that requires an electrical connection and an adequate public liability insurance certificate for any entertainment they have at Merley House.

### Timings

The event must not start or finish before or after the times stated in your booking.

For an evening booking the event must finish no later than 23:00 with the guests out of the house by 23:30.

All alcohol and music has to be finished by 23:00. Merley House reserves the right to halt any entertainment and the supply of alcohol before 23:00 if the noise or behaviour from the client or guests is deemed unacceptable. Please be considerate of local residents when leaving the building.

### Booking Terms and Conditions

Merley House will hold a provisional booking for a maximum of 14 days after this time the booking will be removed.

Bookings can only be confirmed once the deposit and booking form have been received.

The fee only covers the day of the event. If the client needs to come to the house before the event it must be at a time convenient for the staff at Merley House. If the client needs longer than 2 hours then there may be an additional cost.

It is the client's responsibility to contact the Registrar to arrange the ceremony at the house.

Merley House staff are not responsible for carrying out Master of Ceremonies duties.

**Payment Terms**

To secure a date you require, please return the booking form with £240 deposit which is non-refundable.

The remaining amount is required 2 weeks before the event

As we have found that the vast majority of our customers are lovely people, we do not ask for any damage deposit from you. However, we do have to reserve the Right to seek payment from you should there be any damage, howsoever caused, resulting from any actions or omissions of any person(s) within your group.

Any costs incurred by Merley House in the recovery of monies not received on time, such as legal and/or professional expenses will be charged to the client.

**Cancellation by Merley House**

Merley House reserves the right to cancel any event/function at the house for any of the following reasons;

- If Merley House is closed due to circumstances beyond their control.
- If the client or Merley House becomes insolvent or enters into liquidation or receivership.
- If the event/function may prejudice the reputation or cause damage to Merley House.

In any of these situations Merley House will, if possible, refund any payments made, but will have no further liability to the client.

**Damages**

The client is responsible for any damages caused to Merley House during their event. This also includes the cleaning and clearing of the premises of any bodily fluids. Payment for any damages caused during the event will be taken out of the £500 surcharge deposit details.

**Insurance**

It is strongly advised that clients arrange adequate Event and Cancellation Insurance to protect themselves.

**Confetti and Fireworks**

Due to the nature of the grounds only biodegradable confetti is allowed. Fireworks are not allowed unless previously agreed in writing.

I agree to all of the above terms and conditions

Client/Organiser Name(s):

Contact Number:

Signed:

Date: