

VENUE / EVENT AGREEMENT



Thank you for booking to use our venue for your event.

It is really important to us to ensure that we can keep things running smoothly for the enjoyment of all our customers. To enable us to do this and avoid any misunderstandings, we do have to emphasise the importance that you as the organiser/hirer do read and understand these terms and conditions. When making your booking and paying your deposit you agree to abide by these terms and conditions and this will ensure we avoid unnecessary disappointment during what should be a fantastic event for you all!

Please do contact Laura on 07825 769471 or via email on events@cainhoewoodgolf.co.uk if you have any queries.

We recommend you keep a copy of these terms & conditions.

Please do read the following terms and conditions carefully.

GENERAL

- JOL Golf Shop Ltd at the premises of Cainhoe Wood Golf Club agree to hire the premises for the purpose noted in the Reference Schedule (Booking Form)
- JOL Golf Shop Ltd permits the hirer to use these premises for the Hire Period and to access the Premises.
- JOL Golf Shop Ltd reserves the right to relocate bookings to a comparable space should the need arise.

CHARGES

- The charges payable by the Hirer shall be those set out by JOL Golf Shop Ltd. JOL Golf Shop Ltd have the right to change the charge at any time without notification.
- Event Bookings require a deposit of 20% / £200 (whichever is the greater) and the remaining balance to be paid no later than 14 days prior to the Booking Date.
- Wedding Hire Payment Terms, 20% Deposit, a further 20% 6 months prior to the event and the remaining 60% balance payable 1 month prior to the booking date.
- The full specified deposit shall be paid to confirm the booking prior to the event. No confirmation can be confirmed until the deposit has been paid.
- Failure to make payments as specified may result in loss of booking and deposit.
- Non-payment or late payment of invoices may also result in cancellation of the booking and a loss of the deposit.
- All prices/charges are inclusive of VAT unless specified if the rate of VAT increases the Venue has the right to change prices accordingly.
- Prices quoted on our website are subject to change.
- Final Numbers for Catering requirements must be confirmed 14 Days prior to the Booking date, if your numbers are less on the day, we regret that the extra paid will not be refunded.
- All arrangements regarding the Hirer's requirements (e.g., final numbers of guests, food choices etc.) will need to be confirmed to the venue 14 days prior to the date of booking. The final balance will be calculated from this information.

CANCELLATION.

- The latest cancellation period is two weeks prior and after this is known as the cut off date. This is non-negotiable.
- Cancellations 6 months prior and up to the two week cut-off date will forfeit the deposit paid.
- Cancellations within 3 months prior and up to the cut off date will need to be submitted in writing by either Email to events@cainhoewoodgolf.co.uk or by hand to the club this will forfeit the deposit and the half of the already paid balance.
- Cancellations within the two week cut of date prior to the booking date forfeits the total deposit plus the balance already paid – an invoice will be sent for any monies outstanding.
- JOL Golf Shop Ltd shall not be held liable for any interference, disruption or enforced cancellation of any part of a booking which is caused by civil disturbance, industrial action, terrorism, act of God or any circumstances which is beyond the control of Cainhoe Wood Golf Club. JOL Golf Shop Ltd is under no obligation to settle any industrial dispute which, if settled would enable the activity for which the booking was made to continue.
- JOL Golf Shop Ltd, at its discretion, may prohibit any performance or function which in its sole opinion is considered objectionable or dangerous or which is contrary to law or which would be detrimental to the good standing and reputation of Cainhoe Wood Golf Club. In any such case the hirer shall be deemed to have consented to the prohibition and JOL Golf Shop Ltd shall not be liable for any loss or damage suffered by the hirer in direct or indirect consequence of Cainhoe Wood Golf Club prohibition of any performance or function of the hirer.

INSURANCE

- The hirer indemnifies and keeps indemnified Cainhoe Wood Golf Club against all losses, expenses, liabilities, claims and damage incurred as a result of or arising out of the hiring of the Premises caused by any act of omission of the hirer, its servants, agents or invitees.

PUBLICITY

- Unless otherwise agreed, the hirer shall not make any statement in any advertisement which directly or indirectly implies that the use for which the Premises are hired is conducted or Promoted by Cainhoe Wood Golf Club.
- The Hirer shall not display any poster or advertisement in any part of the Premises of Cainhoe Wood Golf Club without having first obtained the written approval of JOL Golf Shop Ltd.

OBSERVANCE OF LAWS

- The hirer shall comply with all rules and policies of Cainhoe Wood Golf Club, and with the provision of all other Acts and Regulations applicable to the hirer, shall indemnify and keep indemnified Cainhoe Wood Golf Club against all losses, expenses, liabilities, claims and damages incurred as a result of the hirer's breach of an such Act, Statutes, Rules or Regulations.
- The hirer agrees to indemnify Cainhoe Wood Golf Club against loss or damage it suffers if the hirer, or a person admitted to the Premises during the Period of Hire (Except JOL Golf Shop Ltd Staff)
 - a) Damages or destroys any property;
 - b) Injures any person;

PRE-ORDERS

- All pre-booked food choices must be emailed to Laura at events@cainhoewoodgolf.co.uk along with the final numbers for your group, no later than 14 days before the date of the event.
- Pre-orders must come via the hirer/organiser and not from individuals to minimise error.
- We cannot make changes to the within 7 days of the booking date.

CLEANING

- General cleaning costs are included in the venue hire fee, but additional cleaning fees may be charged if the hirer has created cleaning requirements above and beyond normal cleaning.

GOOD ORDER

- The hirer shall be responsible for the maintenance of good order in and around the Premises during the period for which the Premises are hired,
- The Hirer shall comply with any instruction by any Staff member of Cainhoe Wood Golf Club as to the maintenance of good order and compliance with these conditions on and around the Premises.
- The hirer shall take all reasonable steps to ensure all persons admitted to the Premises during the hire period observe these obligations at all times.

STAFF

- No setting up or dismantling of Cainhoe Wood Golf Club equipment shall be carried out by the hirer except in the presence of a member of the Staff of JOL Golf Shop Ltd who is authorised to supervise such activities.

ALTERATIONS TO PREMISES AND EQUIPMENT

- The hirer shall be responsible for leaving the Premises clean and tidy at the conclusion of the hiring and Cainhoe Wood Golf Club may carry out, at the expense of the hirer, such cleaning or other work as may be required to restore the Premises to a satisfactory condition.
- Excepting fair wear and tear, the hirer shall be liable to Cainhoe Wood Golf Club for any damage to Premises or to any fittings, equipment, furniture, carpets or other property, which occurs during the period of hiring.
- No Banners, Poster, use of Sellotape, tacking nails, Screws or Drawing Pins shall be fixed to any part of the Premises either externally or internally without prior written consent of the Venue.

SECURITY

- The hirer acknowledges:
 - a) Unless otherwise agreed, access to the hired Premises will only be permitted during the hire period.
 - b) Authorised staff may be in attendance in and around the Premises during the hire period.
 - c) Authorised staff have authority to eject a person or persons from or refuse entry to the Premises, or terminate an activity if, in his/her reasonable judgement, the person or persons that are not adhering to the conditions of this agreement or the Premises are being used for a purpose other than that specified in this Agreement.
 - d) If required by the hirer JOL Golf Shop Ltd, may at the Hirers expense provide additional security for the Premises.