



Aston Court Hotel

NAME-

DATE OF THE EVENT-

TYPE OF EVENT-

TERMS & CONDITIONS FOR ALL EVENTS HELD @ THE ASTON COURT HOTEL FROM 01ST JANUARY 2017

****All customers must be aware that the terms & conditions must be adhered to on the night of the event and the person signing this declaration is going to be responsible that all conditions are respected or they may lose any monies paid and/or their refundable deposit****

OUR FUNCTION ROOM CAPACITIES ARE:

| | |
|-----------------------|----------------------|
| YORK SUITE | - 150 PERSONS |
| HARDWICK SUITE | - 50 PERSONS |

*'We will hold the booking provisionally for a maximum of **14 days**. If no deposit is received in that time we will cancel the booking in our diary.*

'All room rates and facilities offered are subject to availability at the time of the booking and the discretion of the hotel.

*'Provisional numbers for your event will be required at the time of the initial booking. To allow us to plan your event final numbers for any event must be given **14 days** prior to the event. The final charge payable will be based on this number of guests attending on the day/night and cannot have monies paid refunded.*

'All bookings are provisional until a deposit has been paid and the Terms & Conditions have been signed by the client and the hotel. The hotel reserves the right to release or re-book the room until that point.

*'All costs for room hire, buffets and DJ provided by us must be paid for, in full, **4 weeks** prior to the event. Payment by cash or credit/debit cards is accepted for the room hire or catering.*

*'If you decide to bring your own entertainment/DJ there is a **£25.00** surcharge towards our PRS license.*

'The Aston Court Hotel does not provide any disco/sound equipment unless you have booked our resident DJ/Disco. Therefore, if you are bringing your own DJ/ENTERTAINMENT ensure that all equipment including speakers, amps, lights are all provided by them, before you hire the outside company.

'The Aston Court Hotel does not provide any kitchen or cooking facilities this includes cutlery, plates etc. nobody but staff are allowed in our kitchen for health & safety reasons, this only applies if you bring your own food, if you have our catering we provide all the plates, cutlery etc.

'Children must be kept under control by you and your guests at all times and supervised during your event by adults. Children are also not allowed in the hotels lounge bar or reception area during an event.

*'All room hire deposits are **non-refundable** once paid even if you cancel, we would potentially discuss moving your event to another date so you do not lose out entirely, this would depend on the circumstances involved and is the decision of the hotels management depending on dates available at that time.*

'Once money has been paid after the initial room hire deposit for DJ, refundable deposit etc. should you decide to cancel for whatever reason during the six weeks prior to your event, none of the money paid is refunded except the £75 refundable deposit you may have paid, if you cancel whilst only having paid the room hire then you only lose that deposit.

'If you bring your own entertainment they must be informed that their equipment should be taken away at the end of the event and cannot be left overnight unless agreed prior with the duty manager, if equipment is left, The Aston Court Hotel are not held liable in anyway.

'No event held here can be advertised on any social media site as an open invitation/ ticket event unless agreed prior with the hotels management, it must be a private party with invited guests. Please speak to the duty manager or sales manager for clarification on our terms.

'If any other eventuality occurs that are not covered in these terms then it is managements final say regarding any booking held or being held at The Aston Court Hotel, you will be accepting these terms by signing to the agreement today.

'All our terms & conditions have been discussed with the local licensing authority especially 18th & 21st birthdays to maintain a safe and trouble free venue for all events being held @ The Aston Court Hotel.

Events involving 18th birthday's must have a significant number of adults attending the function all of the night (minimum of 10 adults over 30 years of age) bar staff are also instructed to ask for ID of any person they believe to look under 21 years of age.

18th birthday parties (and selected events) will also have an additional £50.00 surcharge paid by you the customer for a door liaison on the night, this applies to 18th birthday parties only, it encourages the security and safety of staff and customers and the door liaison will be available for you the customer throughout your event and will provide a hand stamping system for all guests 18 and over for easier access at the cash bar on the night.

The Aston Court Hotel asks that all adults be vigilant to any underage drinking that may occur during their event and that bar staff are asked to try and limit the number of drinks sold in any one transaction to try and avoid drinks being passed on to underage persons attending the event.

Any person found with fake or altered identification will have it confiscated and it will be given to the police.

*A **£75.00 cash** refundable deposit is required for selected parties by the person who accepts responsibility for signing the terms & conditions, the deposit is refunded at the end of the function if none of the following occur:*

***GUESTS BRINGING THEIR OWN ALCOHOL/DRINKS ONTO THE PREMISES** ***THEFT OR DAMAGE TO ASTON COURT PROPERTY**
***ABUSIVE BEHAVIOUR TOWARDS THE BAR STAFF OR MANAGEMENT** ***EXCESSIVE SOILING DURING YOUR EVENT**
***BREAKAGES (EXCEPT GLASSES) OF ANY KIND** ***ANY DAMAGE TO PAINTWORK/FIXTURES CAUSED BY YOUR**
EVENT
***CLOSURE OF THE EVENT FOR ANY REASON**

If any of the terms and conditions are not adhered too in any way and are a serious enough violation by you or someone attending your event then the event can be terminated immediately, and there will be no refunds on any monies paid by you the customer, you will be signing to this agreement today.

The Aston Court management reserve the right to alter or change any of the terms as deemed necessary without prior notice to the customer.

*****The Aston Court Hotel does not have an open drinks policy, if any guests are found to have their own alcohol not purchased from the hotel, they are running the risk of having your event terminated. Drinks will be removed and no monies will be refunded.***

*****Bar staff will be present in the function suite from 7pm until 11.30pm, the DJ will continue to play until midnight, at midnight all guests must vacate the function suite.***

*****The function suite (where possible) will be available during the day of your event for you or your suppliers to come in and decorate/deliver goods.***

*****White linen table cloths and buffet cloths are included in the room hire price. Chair covers, sashes and table runners are not included in the room hire price unless stated by us, but are available to hire.***

*****Unfortunately, we cannot store food left on the premises in our kitchen/fridges due to cross contamination and health & safety. Any food left at the end of the evening is your responsibility to take home with you, if left on the premises it will be disposed of by the staff.***

*****We will store your wedding/celebration cake at room temperature for 24 hours after your event, if you do not collect it after this time and a reminder has been sent, we are within our rights dispose of the cake due to health & safety regulations.***

*****At the end of your event please ensure all presents, cards, etc. are taken with you as we cannot accept any responsibility for any items left on the premises.***

We are always striving to make every event safe, enjoyable and secure for you the customer.

Thank you for choosing The Aston Court Hotel as your venue and we hope everything we do meets your expectations to ensure your event is one to remember.

Kind Regards

SIGNED BY CUSTOMER: _____

SIGNED ON BEHALF OF THE ASTON COURT HOTEL: _____

DATE: _____