

Argrennan Manor House

TERMS AND CONDITIONS

Argrennan Manor House agree to provisionally hold the date chosen for 2 weeks. We request that this agreement must be signed and returned to 78a King Street, Knutsford, Cheshire, WA16 6ED within 14 days of receipt with a deposit of 25% of the total package cost.

These terms and conditions aim to protect all parties through a better understanding of contractual and legal obligations of both the client and venue when confirming a booking.

Definitions: 'Argrennan Manor House' means the property(ies) for which a contract is agreed. 'AMH' means Argrennan Manor House Ltd. The 'Client' and 'You' means the organising body/company and organiser responsible for commissioning of and payment for the event.

Bookings/ Reservations

- a. All initial and subsequent telephone reservations must be confirmed in writing by you. The confirmation must include all requirements. All bookings are considered provisional until both the client and AMH sign the contract. All bookings are subject to the terms and conditions of the contract. Once the contract is signed, and minimum numbers agreed, this will then constitute a legally binding contract.
- b. A deposit of 25% of the total package cost will be taken as confirmation of your booking and is non-refundable and non-transferable.
- c. Complimentary accommodation for the bride and groom is subject to booking the platinum, gold or silver package.
- d. Any variation in booking, guest numbers and/or arrangements must be confirmed to AMH in writing.
- e. For all packages whereby external arrangements are made by you the third

Cancellation

- a. Upon acceptance and confirmation of your booking by AMH, a legally binding contract exists. If you are forced to cancel your booking for any reason we reserve the right to make a cancellation charge.
The following cancellation charges apply:
to date of the event:
6 months prior - minimum charge of 10% of the estimated event value in addition to the deposit paid.
2 months prior - 50% of the estimated event value in addition to any deposit paid.
Within 1 month - 75% of the estimated event value in addition to any deposit paid.

N.B. These charges will be based on the minimum numbers agreed at the time of booking.

Of course, AMH will endeavour to re-sell the facilities to another party and if successful, may waive a proportion or all of the cancellation charge at their discretion.

- b. AMH reserves the right to cancel an event under the following circumstances:
 - i. If the booking might, in the opinion of the AMH, prejudice the reputation of the business.
 - ii. If the client is more than 30 days in arrears with any payment to Argrennan Manor House Ltd.
 - iii. If AMH becomes aware of any alteration in the clients financial

party must provide a copy of public liability, and all other full insurance details and legal terms and conditions must be supplied to AMH 6 weeks prior or before. This is the responsibility of the client.

- f. Staffing charges included in prices are based on "normal" scenario. It may be necessary to increase the staffing level should circumstances dictate. Any price alteration will be notified to the client in advance of the event and shall be chargeable on the final invoice to the client.

Final changes of numbers

- a. The client must notify AMH in writing if its estimated final numbers to the nearest 10 guests at least 14 days before the commencement of the function.
- b. Final numbers must be given no later than 7 days prior to the event. This is the number that the final invoice is calculated upon. If this is not done the client will be charged for the last number received.
- c. AMH cannot guarantee to supply service to numbers of guests arriving at a function in excess of the agreed final number.
- d. AMH cannot guarantee to supply service to an increased number of guests if increased numbers are notified less than 7 days before an event
- e. Any additional numbers accepted by AMH within the 7 days will be chargeable.
- f. AMH requires notification in writing of any changes in number of guests no later than 7 days before the function.

Payment

- a. Full pre-payment is required for all wedding bookings.
- b. 50% of the outstanding balance is due on or before - 4 months prior to the date of the event.
- c. Final payment is due on or before - 4 weeks prior
The granting of credit is at the sole discretion of AMH.
- d. If credit is allowed, payment must be made within 30 days of the invoice date. A 2.5% per month interest charge will be added to

situation.

- iv. If AMH, or any part of it, is closed due to circumstances beyond our control. In this event a refund of any advance deposit will be paid but would have no other liability.

General Regulations

- a. Guests using the facilities of Argrennan Manor House must comply with all regulations concerning licensing, fire, health and safety.
- b. Hazardous or dangerous items may not be brought into Argrennan Manor House without prior permission. AMH reserves the right to approve any externally arranged entertainment, services or activities that you have arranged.
- c. It is the responsibility of you to provide all risk assessments and insurance for all activities conducted on site by third parties (companies employed by you to provide a product or service at Argrennan Manor House), and all must be provided on request.
- d. Any band or musician must comply with the terms stated within the 'public entertainment code of conduct.'
- e. Should guests act in an improper or disorderly way, or refuse to comply with reasonable requests from our staff, AMH reserves the right to terminate your stay or event. Should this occur, no monies will be refunded to you. The manager's decision is final.
- f. AMH will be liable to you and your guests for injury or loss and damage only where and to the extent we have been negligent. Otherwise there shall be no liability whatsoever. We regret that we cannot be responsible for the security of your property, though we will do our utmost to look after it.
- g. You will be held liable for any loss or damage to Argrennan Manor House and AMH's property and fittings (including any items hired by AMH for your use), or for injury to anyone including AMH staff arising as a consequence of the actions or negligence of you or your guests.
- h. AMH reserves the right to charge for any additional services requested during the event if you do not adhere to agreed timings.
- i. AMH strongly recommends taking out adequate insurance to cover the cost of cancellation and other liabilities outside the clients control.
- j. AMH cannot be held liable for any outside contractors services and products.

- amounts unpaid after this date unless special terms have been agreed with AMH.
- e. If there is any query with the invoice, the undisputed balance must still be paid on time.
 - f. The organiser shall be responsible for the payment of all the fees and royalties, which may be due in respect of the event to the Performing Rights Society, Phonographic Performances Ltd, the Copyright Licensing Agency Ltd, the Educational Recording Agency Ltd, or any other relevant person, firm or organisation.
 - g. All prices are inclusive of VAT at current rate at time of invoice.
 - h. Payments may be made by cheque, BACS OR CHAPS to Argrennan Manor House Ltd.
 - k. Vehicles and items brought onto the premises owned by AMH are done so at the owners risk and no liability for loss, damage or theft is accepted by AMH.
 - l. All conditions are subject to the law of Scotland.

Equipment use

- a. Any equipment brought to Argrennan Manor House for use at an event must be tested by the Client to ensure it is in proper working order, it is safe to use and complies with all current relevant statutory requirements. AMH accepts no liability for any equipment brought in by the Client or any company employed by the client or any agents or third parties instructed or organised by the client to the event.
- b. Use of confetti cannons, party poppers and candles must be discussed with the events manager in advance of the event.

These terms and conditions are our standard Terms and Conditions; we reserve the right to adapt them when necessary and impose additional terms when required by our company or by law.

USE OF INFORMATION

Information that Argrennan Manor House obtains from our clients will be treated as confidential and will not be disclosed other than in the normal and reasonable cause of performing services on our clients behalf, unless the prior consent has been obtained from the client, in exception of a court or competent jurisdiction or is already in the public domain or it has been received from a third party whom we reasonably believe is permitted to supply information to us.

Information supplied by clients may be used by AMH for research and statistical purposes and may also be used to provide clients and potential clients with information about products and services that may be of interest. Clients may remove themselves from such mailing by writing to Argrennan Manor House, Castle Douglas, Kirkcudbrightshire, DG7 1TZ.

Deposit Value £_____

Signed Client _____

Print Name _____

Date _____

Signed AMH _____

Date _____