

**Stockton Masonic Hall Limited
Conference and Banqueting Contract
Terms and Conditions**

(To be read in conjunction with the completed Booking Form.)

EVENT: As per Booking Form *

EXPECTED Nos: * MINIMUM Nos. TO BE CHARGED FOR... * @£ * /per head Date: *

All bookings in respect of Conference and Banqueting rooms at Stockton Masonic Hall (hereinafter call "the Company") are accepted by:-

Name: *.

Address.....As supplied on the Booking Form*..... Contact Tel No.....As per Booking Form.*.....
(hereinafter called "the Customer") upon the following Terms and Conditions.

1. CONFIRMATION

All bookings are considered confirmed on receipt of the non refundable deposit, made at the time of signing the booking form.
Stockton Masonic Hall reserves the right to release the booking and re-let the facilities should this deposit not be made...

2. TERMS OF PAYMENT

It is Company policy for all accounts to be settled in advance.
Deposits are neither refundable nor transferable.

Balance of payments must be processed so that cleared funds are within SMH Ltd account no later than 28 days prior to the event, any additional items added to the function must be paid for no later than 48 hours prior to the function therefore Bank Transfers need to be arranged in advance so cleared funds are received before the 48 hours prior.

3. CANCELLATIONS

Cancellation charges will be as follows:
Between 12 months and 6 months 25% of quoted rates
Between 6 months and 3 month 50% of quoted rates
Between 3 and 1 month 75% of quoted rates
1 month and under 100% of quoted rates

4. We require advice on expected catering numbers 2 weeks prior to the event. Final numbers* are required 48 hours before the event.
*These are the minimum numbers that will be charged to your account.

5. If any items are to be delivered to the Hall before the event, arrangement must be made with the Company and the persons making the delivery. SMH Ltd will make its best endeavours for the safe-keeping of such items and can only accept responsibility if a full and thorough investigation of the goods is made at time of delivery.
Any equipment or personal effects brought into the Hall by guests remain at their own risk and SMH Ltd will not be liable in the event of any loss, theft or damage.

6. Only food and beverages (inclusive of all alcoholic variants) purchased from SMH LTD or the Franchisee of SMH Ltd, acting on behalf of SMH Ltd. may be consumed on the premises.
If food or beverage is brought into the Hall for consumption, a charge will be made equal to the Hall's selling price for that or an equivalent product; the price charged will be at the determination of the Hall management.

7. The Customers shall be responsible for any damages caused to the Masonic Hall, or furnishing, utensils or equipment therein by the wilful act or default of the Customer or guests of the Customer and shall pay to the Company on demand the amount required to make good or remedy such damage.

8. The lead name/ organiser shall be responsible for the orderly conduct of guests and shall ensure they have regard to all regulations imposed by any competent authority and that nothing will be done which will constitute a breach of the law. In particular the Customer shall ensure that there is no underage consumption of alcoholic beverages, illegal gaming or betting.
No abuse directed towards any Staff will be tolerated; any breach of this will result in immediate expulsion from the premises & possible legal action being taken.

9. Prior written approval must be obtained if you wish to fix items to the walls, floors or ceilings. Your special attention is drawn to wallpapered areas. Blu Tack does not come off!

10. The Company reserves the right to cancel any bookings forthwith and without liability on its part in the event of any damage or destruction of Stockton Masonic Hall by fire or any other cause, any shortages of labour or food suppliers, strikes, lock outs or industrial unrest, or any cause beyond the control of the Company which shall prevent it performing its obligations in connection with any booking.;

11. The Company reserves the right to object to the employment of any unsuitable agent by the Customer and will, without obligation, be pleased to give customers and guests the benefit of their advice or recommendations in this connection. The Company also reserves the right to refuse admission to anyone acting in contradiction of any & all legally applied restrictions imposed upon them.

12. The Company accepts no responsibility for equipment used or supplied by the Customer.
The Company strongly advises the Customers that if equipment is of sufficient value the Customer should take out suitable insurance. Furthermore we strongly recommend event insurance in lieu of cancellation and suggest you contact your preferred broker if you deem this to be prudent.

13. Should the Customer make significant changes to the programme or the expected numbers of guests, SMH Ltd reserves the right to amend rates and/or facilities offered.

14. Acceptance of the above without prejudice to Stockton Masonic Hall Ltd is deemed to have been agreed by the Customer upon signing the "Booking Form" & payment of the non refundable deposit.