



CHERKLEY COURT  
& GARDENS

### **Terms and Conditions**

The Terms and Conditions below apply to the booking of any event at Cherkley Court. Please read them carefully prior to signing the Booking Form, and please ensure that your guests are also aware of any relevant clauses.

#### **Reservations**

A provisional booking will be held for 14 days and then released, unless otherwise agreed in writing.

All bookings are provisional until we have received the completed Booking Form signed by the Client, and the appropriate deposit, at which time it will be confirmed.

Confirmation constitutes a valid contract between Cherkley Court and the Client.

All charges to be paid through this agreement are exclusive of VAT which will, where relevant, be charged at 17.5%.

All charges are payable before the booking takes place except by prior written agreement from Cherkley Court.

Cherkley Court reserves the right to change any prices without notice. The charges applicable to your booking will be those in force at the time your booking is confirmed unless we have to increase them due to circumstances beyond our control.

#### **Payment Terms**

A non-refundable deposit of 10% of hire charge shall be paid with the Booking Form.

6 Weeks before event date: Final payment required (The full amount due, less the agreed deposit)

We can accept Credit and Debit card payments, cash and cheques (made payable to Cherkley Court & Gardens Ltd).

Any additional charges for use of services (such as business centre services) will be deducted from your credit card, paid by cheque or cash upon departure.

#### **Final Numbers**

Final numbers for all events must be given at least 14 working days in advance of the event date. This will be the minimum number on which our charges will be based. Numbers can be increased by agreement with Cherkley Court.

#### **Cancellations**

In the event of cancellation, Cherkley Court must be notified in writing. The following cancellation conditions apply, based on the full amount payable to Cherkley Court including any 3rd party services booked through us.

Cancellation less than 90 days before the event = 75% of the total amount will be due.  
Cancellation less than 30 days before the event = 100% of the total amount will be due.

If Cherkley Court is able to re-hire the venue or recover any costs incurred for a cancelled event we shall refund these to you. However we are not obliged to try to re-hire the venue or negotiate refunds from our suppliers.

Cherkley Court shall be entitled to terminate this agreement on notice to the client in the event that: In such circumstances, we will refund the deposit, and any other monies paid to Cherkley Court by you, but shall have no further or additional liability to the Client including any third party costs, losses or expenses incurred by the Client.

### **Catering**

Only the approved Cherkley Court caterers, Two Many Cooks may cater for events held on site. You may supply your own wine however, Cherkley Court will charge a corkage (£8.00 per bottle) in lieu of providing alcohol for the event.

### **Marquees**

Please note that marquees are not currently permitted at Cherkley Court & Gardens.

### **Access & Timings**

Please see the booking form for hire times for the rooms. Any access to Cherkley Court and its grounds prior to the date & time of the event must be arranged in advance with the House Manager. Please note that such access may not be possible should other events be in progress.

### **Damage**

The Client accepts responsibility for the rooms under hire, their furnishings and equipment, and the behaviour of the guests. Any damage caused to these may result in an additional charge to rectify such damage, and additional charges may be raised to cover any loss of business incurred as a result of the damage.

We reserve the right to escort from our premises any guests who, in our opinion, are causing excessive noise, disruption or actual damage.

### **Rights and Responsibilities**

The Client shall only use the room in connection with the event for which it has been booked and shall not permit the room to be used for any illegal activity.

The Client shall not use the room in any way that results in annoyance or disturbance to other clients and occupiers of the building.

The Client shall not install in the room any furniture, equipment or signage whatsoever or alter the room, its partitioning or fittings.

No bolts, nails, tacks, screws, any adhesive substance (including "blue tak") or any other objects are to be driven into the interior or exterior walls, surfaces or partitions of Cherkley Court.

The Client shall only use services or equipment in the room offered and supplied by Cherkley Court except by permission in writing from the House Manager.

Red wine may only be consumed in the Dining Room and Orangery for seated events.

Candles and naked flames may not be used in any of the rooms at Cherkley Court except for the Orangery.

No dogs except for Guide Dogs are permitted in the House or Grounds.

We are happy for wedding guests to use dried rose petal confetti outside only. This can be supplied by Cherkley Court at the request of the Client.

No one wearing stiletto heels will be admitted to the Rooms. For the purpose of this clause, sharp heels are defined as those which each have a heel-floor contact area smaller than a penny piece.

Food and drink is permitted only in designated areas and no chewing gum is allowed on the site.

Nothing may be placed upon any antique object.

Cherkley Court will not accept responsibility for any loss or damage to guests' property on our premises unless directly caused by our negligence.

Cherkley Court is a no smoking building, although guests are permitted to smoke in a pre-designated area of the grounds.

### **Health & Safety**

The Client is responsible for ensuring their guests are familiar with fire safety procedures when using Cherkley Court - these will be made available to you with the Booking Form.

The Client is responsible for ensuring that no under-age child in their party consumes alcohol and that their guests do not become inebriated whereby they cause a danger to themselves or others. Any person showing evidence of excess intoxication will lead to the Client being requested to escort that person from the site.

The Client is responsible for ensuring that any third parties permitted to provide services are fully covered by public liability insurance, and can provide all health and safety documentation reasonably required by us.

Clients may use the gardens at their own risk. Please be aware that the garden is on a slope with steps and water features. Please take care and do not walk around the gardens after dusk.

### **Force Majeure**

Neither party shall be liable for any breach of its obligations hereunder where the breach results from causes beyond its control ("Force Majeure" means any act of God, strike, unanticipated government legislation, war, act of terrorism, flood, lightening, fire, explosion, earthquake, civil commotion or riot.) and the party concerned has acted reasonably and prudently to prevent and to minimise the effect of such causes.

### **Complaints**

In the unlikely event of any complaint, you should raise any issues with the House Manager on the day of the event, and we will do our best to address them. If you are not satisfied with actions taken you should write to the Estate Manager at Cherkley Court.