

# Weddings and Wedding Receptions – standard terms and conditions

These are the general terms and conditions for the hire of function rooms for weddings and wedding receptions at Lakeview Country Club. These terms and conditions are subject to English law.

The term "we" means "Lakeview Country Club" and "you" refers to the client who makes the booking throughout this document. In the event of a booking being made by several parties, each of these parties will be fully responsible for these terms.

There is a disclaimer form attached to these terms and conditions which must be signed and returned with your deposit payment.

## 1. Bookings

All bookings are subject to the availability of rooms and other facilities, and at our sole discretion we may decline bookings even if facilities should be available.

Provisional bookings may be made by email, telephone, fax, post or in person. We will usually hold our facilities available for you to confirm your booking within 7 days of making the provisional booking; this period may be shortened or unavailable if you are booking at short notice or have failed to confirm previous provisional bookings, have a poor payment record or for any other reason at our discretion.

Room and event bookings are secured upon receipt of your deposit which Lakeview Country Club can invoice (standard deposit requirement is full room hire price). Your booking must include an invoice address, contact details, and a clear statement of the facilities to be booked and the time period for which they are to be occupied, including setup and breakdown time.

Your booking will be confirmed in writing to you. It is your responsibility to check that the dates and facilities listed are correct, and notify us of any error in writing within 5 working days.

A further payment of 50% of the expected final amount on the invoice will be required 3 months prior to your event booking.

Full payment of the balance of the invoice will be due no later than 7 days prior to the start of the event.

### Final Confirmation of Details

Final details of the function are required at least 7 days prior to event. This includes approximate numbers for the function or event, catering selections, dietary requirements, set-up and equipment requirements.

### Guaranteed Numbers

Final numbers for the function need to be confirmed no less than 7 days before the function. This number will be the guaranteed number for setup & catering purposes and is not subject to reduction in the event of poor attendance. The final amount will be charged according to this number unless there is an increase in numbers which will be charged accordingly.

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## 2. Our Responsibilities

We will provide you with the facilities you have ordered, already set up and available for your use from the time that your booking commences through to the end time of your booking. Function rooms will be prepared according to the layout you request.

You are welcome to arrange for deliveries, garments and personal belongings of the organiser or persons attending events at Lakeview Country Club premises up to 2 days ahead of the start of your event. However, we shall not be liable for any loss of, or damage to, such items occurring on our premises and this only applies to items up to a certain physical size. Please contact us to discuss any requirements of this nature and we will do our best to accommodate your arrangements.

Function room doors can be secured overnight, but please note that we do not provide insurance for your personal or hired goods whilst on site.

We will provide catering and service as requested, at the times previously agreed and with the menus requested on your booking.

It is your responsibility to vacate the premises by the end time of the booking. However, if you wish to extend your booking we'll make every endeavour to be of assistance.

You are responsible for admission of all guests into our premises and ensuring that all guests in attendance of your event are legitimately eligible to be there.

You are also responsible for ensuring, where food has been ordered, that the amount of food ordered is sufficient for the number of guests expected to attend. It may be permissible to order less than the total required amount of food on some bookings, particularly where food is served late in the evening, but the maximum variation permissible will be 10% and this will be subject to agreement by the management of Lakeview Country Club. Where we feel that food is purposely under-ordered, we reserve the right to cater additional food for your event and deduct the cost of this additional food from your security deposit. This is solely to uphold the reputation of Lakeview Country Club's catering facilities.

## 3. Your Responsibilities

As hirer, you are responsible for any damage caused by yourself, your agents or guests at your event and for any consequential loss that follows.

You will leave Lakeview Country Club with all equipment, documentation and other goods you brought with you or had delivered prior to and during your event. We anticipate some wear and tear, and although we ask you to leave Lakeview Country Club tidy, we do not ask you to clean it such that it's ready for the next booking.

Lakeview Country Club has a no smoking policy throughout the Club House and other buildings and we request that you and your guests conform to this policy. You are advised to use the designated smoking area only and dispose of cigarette butts in the sand bucket/ashtrays provided.

We are a licensed premises, and so we do not allow you to bring your own alcoholic drinks with you (unless corkage is agreed and paid for in advance). We provide coffee and other services, including breakfast, lunches and dinners as agreed at booking time.

If any persons are highly intoxicated, Lakeview has the right to refuse entry, or to serve alcohol to the persons involved. Lakeview Country Club holds no responsibility for any persons once they have left the premises.

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Similarly, any person being suspected of being in possession of any food or drinks, whether alcoholic or not, being brought in from outside Lakeview Country Club premises will be asked to surrender such and/or leave the premises at the discretion of the event organiser.

Lakeview Country Club is set in a quiet area of Lanivet, and we ask you to show respect for our neighbours - to arrive and leave quietly, and to park in the car parking spaces provided.

Nothing may be fixed to walls, ceilings, floor or pillars of any room by nails, screws, drawing pins, tape or other means without prior permission. Nothing shall be placed in such a position that it hinders access to the main exit or fire exits. You shall not sub-licence or share occupation of the facilities hired.

We request that you do not bring any dangerous materials or goods with you. We reserve the right to refuse to let you use certain equipment, and it is your responsibility to obtain any necessary licenses for equipment you bring on to site.

You are responsible for ensuring there is no illegal betting or gaming.

We do not have facilities for animals and we are a pet free site, and therefore ask that you do not bring them along. Exception will happily be made for sensory assistance animals, such as guide dogs or hearing dogs for the deaf.

If we find that any of the above requirements are not being respected, we'll bring it to the attention of the organiser. If, in our opinion, the problem persists we reserve the right to terminate the booking; in such circumstances, the booking fee remains payable in full.

Lakeview Country Club reserves the right to protect its' interest by enforcing a security deposit policy. Approximately three days prior to your event, Lakeview will request your Credit/Debit Card details. Lakeview will process these details in the form of a £200 pre-authorisation, this is not a sale and no funds are debited from your account. These details are held on file for a maximum of 10 days after the function. Lakeview will of course notify you should they need to debit any money from the card details given, if we need to take no further action your card details will be safely disposed of.

Whilst we make every effort to keep price amendments to a minimum, we reserve the right to review and amend prices at any time without prior notice, unless a deposit has been paid to specifically secure said goods or services under which circumstances the prices you have been quoted will be held until your final balance payment is received, provided that this is received by the deadline specified and of the appropriate amount.

#### **4. Catering**

By prior arrangement we can provide catering services at pre-agreed times.

Please let us know your requirements in good time, and please notify us of any special dietary requests. We will make every reasonable attempt to meet special requests, but we'll be less likely able to do so if we receive little or no notice, and we reserve the right to decline to supply catering for such needs.

#### **5. Cancellations**

If you need to cancel your booking, please let us know as soon as possible. You will be asked to confirm your cancellation in writing (on receipt of which the cancellation becomes effective) and we will confirm in return that we have received your notice.

Should you cancel the event three months or more prior to the time it is due to start, your deposit will not be refunded but you will no longer be liable for the full balance. If you cancel with more 4 weeks (but less than three months) notice, you will be subject to a total charge of 50% of the booking value. Less

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than four weeks notice will render the total charges payable, without exception.

If it appears that any one of the following applies:

- i) The Event is of a different nature to that confirmed by you
- ii) The Event may be illegal
- iii) The Event may bring bad publicity or disrepute upon us
- iv) It is possible that you may not be able to honour your obligations under the Contract
- v) The number of attendees may exceed capacity
- vi) You fail to pay any required monies

If you breach any of the terms of these signed Conditions of Booking we reserve the right to cancel your booking with immediate effect. In such an event any payment made may be retained at our sole discretion, and we may invoice you for additional costs as if you had cancelled your booking at that point.

We do not usually cancel bookings except for reasons beyond our control. If we have to do so in exceptional circumstances, we will fully refund all monies you have paid to us, and that will be the limit of our legal liability.

By making a deposit payment, you agree to these terms without exception.

**PLEASE DETATCH AND RETURN THE BELOW SECTION, SIGNED & DATED TO CONFIRM YOUR ACCEPTANCE OF THE TERMS AND CONDITIONS.**

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# DISCLAIMER

<b>Customer Name/s:</b>	
<b>Today's Date:</b>	
<b>Function Date:</b>	
<b>Function Time:</b>	
<b>Function Room/s Required:</b>	

Dear Customer,

By signing this form, you hereby agree that you have read and agree to the Standard Terms & Conditions for Weddings and Wedding Receptions, and further that should any member of your party cause any damage to Lakeview Country Club property or fixings within, then you will be liable for any charges incurred.

Lakeview Country Club reserves the right to protect its' interest by enforcing a security deposit policy. Approximately three days prior to your event, Lakeview will request your Credit/Debit Card details. Lakeview will process these details in the form of a £200 pre-authorisation, this is not a sale and no funds are debited from your account. These details are held on file for a maximum of 10 days after the function. Lakeview will of course notify you should they need to debit any money from the card details given, if we need to take no further action your card details will be safely disposed of.

This applies to all guests who hold functions at Lakeview Country Club without exception.

Signature: .....

Print Name: .....

Date: .....

Please return this disclaimer to the below address

Many Thanks

**The Weddings Department**

**Lakeview Country Club – Spa - Resort**  
Old Coach Road, Lanivet, Nr. Bodmin, Cornwall PL30 5JJ

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