

# Banqueting Suites Booking Form.

\*\*\*FOR SOCIAL EVENTS ONLY\*\*\*NOT WEDDINGS\*\*\*

Name.....Telephone No.....

Full Postal Address.....

Email.....Post Code.....

Date of Function.....Nature of Function.....

Approx No. Attending: Day.....Night.....

Room(s) Hired.....Time.....

Package Deal/Offer.....Y / N\*.....Price (£).....

\*If yes, go to *OPTION A* below, if no, go to *OPTION B*.

## *OPTION A*—Payment Details:

- |   |         |                  |
|---|---------|------------------|
| 1) Returnable Deposit                                   | £100.00 | (To Secure Date) |
| 2) Venue Hire Charges                                   | £180.00 | (To Secure Date) |
| 3) Final Balance is due, two weeks prior to your Event. |         |                  |

## *OPTION B*—Payment Details:

Bond (Returnable)	£	100.00
Fixed Charge (Mon-Sat)	£	50.00
Fixed Charge (Sun)	£	100.00
.....Hours @ £20.00 per hour		
.....Hours @ £40.00 per hour		
+ vat @ 20%	£.....	
Total Hire Fee Payable	£.....	

Please give the name for cheque (Returnable Bond).....

Signed.....Date.....

Please Forward Balance to: Peterlee Town Council, Shotton Hall, Old Shotton, Peterlee, Co. Durham. SR8 2PH Tel: (0191)5862491 or council@peterlee.gov.uk

Office Use Only.

Balance Paid.....Receipt No.....Date.....Intital.....

Bond Returned: Date.....Initial.....

# Conditions of Payment.

\*\*\*SOCIAL EVENTS ONLY\*\*\*

- All prices are inclusive of 20% VAT (Unless Stated) and are subject to change without notice.
- A 2% service toll will be applied on all credit card transactions.
- All cheques are payable to 'PETERLEE TOWN COUNCIL'
- No food, or drinks (alcoholic or otherwise), will be allowed onto the Shotton Hall premises. The only exception to this ruling is for Celebratory Cakes. Table Wine, and only after the prior arrangement with the Facilities Manager/ Deputy Facilities Manager, may also be brought onto site, where a 'corkage charge' will be levied of £4.00 per 75cl bottle.
- We will endeavour to meet your every need, however if we can not provide your first choice a close alternative may be given on the day.
- The damage bond and all hire fees must be paid at the time of booking, to secure the venue.
- **Final numbers and any outstanding payments must be received by Peterlee Town Council, no later than 14 days prior to your function.**

# Terms & Conditions.

\*\*\*SOCIAL ONLY\*\*\*

## Information for Hirer:

Hirer to Obtain a) All Food and Beverages from Shotton Hall and; b) any Entertainment/Disco, they require, who must have a valid Electrical Portable Appliance Test (PAT Certificate) and this must be shown to the Facilities Manager / Deputy Facilities Manager prior to the function.

The bringing of Table Wine onto the Premises will not be allowed unless prior arrangements have been made with the Manager where a corkage charge will be levied. All other beverages are to be purchased from the bar at Shotton Hall.

## Charges for Brandlings and Burdon Suite:

A completed booking form together with the full hire charge must be paid within two weeks of making a provisional booking. A damage bond of £100.00 is also required. This is returnable after the event being held, subject to no damage being caused. The return of the bond is solely at the discretion of the Facilities Manager. Any other room charges are to be paid in full on the day of booking. Any additional charge will follow after the event if necessary (e.g. extended period of hire).

## Cancellation Fee:

- 50% of the monies paid will be returned to the hirer if the function is cancelled up to one year prior to the date of the function. Any cancellations must be made in writing.
- All damage bonds and cancellation fees will be returned by cheque only.
- Customers are permitted, with the permission of the Facilities Manager/Deputy Facilities Manager, to transfer their booking to a new date on one single occasion and no charges will be levied.
- If a cancellation occurs, in the instance where a booking has been transferred to a new date. Any notice of cancellation will be in respect of the original and first booking.

## Conditions of Hire:

- All applications for hire of the Suite/s must be in writing on the printed form provided and forwarded, on completion, with £100.00 damage bond and the full hire fees to Peterlee Town Council (hereinafter called "the Owner"). The person by whom this application form is signed shall be considered the hirer (hereinafter called "the Hirer"). Where a promoting organisation is named, that organisation also shall be considered the hirer and shall be jointly and severally liable with the person who signs the form for any breach of the Conditions of Hire or the payments of any damages pursuant to any such breach.
- All charges must be paid at the time specified in the application form to hire the Suite (s). No booking shall be made until such payment has been made in full. Provisional bookings shall be held for two weeks only.
- No table wine, alcoholic or otherwise, will be brought onto the premises by the Hirer without the specific authority of the Owner. If such authority is obtained then the Hirer will need pay to the Owner such corkage charges as may be determined. All other drinks to be purchased from the bar.
- The Owner is dedicated to the Suite/s being:  
Places of excellence and good taste, and to this end the Hirer must accept and ensure that anything that is done (entertainment included) must not violate this aim.

The Owner reserves absolutely the right to veto anything that might be said or done that would be at variance with this aim. The Hirer must accept, and act upon immediately, any direction from the Owner or it's duly authorised agent that may be given in this respect.

The Owner reserves the right to be the sole arbiter of what might be considered acceptable, bearing in mind the aim previously expressed in the conduct of activities in the Suite (s).

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- The Hirer shall be responsible for the good behaviour and order of people in the Suite (s) during any hiring. The Owner that may be incurred in engaging Police to preserve order prior to, during, or after any entertainment or meeting not properly conducted.
- No Copyright dramatic or musical work shall be performed without the licence of the 'Owner of the Copyright' and all such licences shall be produced to the Owner before the start of the function. The Hirer shall indemnify the Owner against any infringement of Copyright, which may occur during the hiring.
- All scenery and costumes used for stage performances or the like must be fireproof.
- All the conditions attached to the Public Entertainments Licence for the Suite (s) shall be duly observed. A copy of such licence may be seen on application to the Owner and the Hirer shall indemnify the Owner against any infringement of copyright, which may occur during the hiring.
- Any person hiring the Suite (s) for the purpose of a performance being the Hypnotist must give the Owner 5 weeks notice prior to the function and must make application to Durham County Council for necessary permissions.
- The hiring of the Suite (s) does not entitle the Hirer to use, or enter, the premises at any time other than the specified hours for which the Banqueting Suite (s) is hired unless prior arrangements have been made with the Owner.
- The hirer shall not sub-let the Banqueting Suite (s) nor any part thereof, without prior permission from the Owner.
- The hirer is responsible for all damage, which may occur during the period of hire or whilst people are entering or leaving the Suite (s) pursuant to the hire howsoever, and by whomsoever, caused to the following:-

To the Suite (s) and to any adjacent or adjoining premises belonging to the Owner.

To any fixtures and fittings or any other property in the Suite (s) or in any adjoining adjacent premises, and without detracting from the forgoing, specifically to any cars, lighting units etc, in the car parking areas and access roads.

- **The Owner reserves that right to withhold the £100.00 bond to cover any damage or cleaning costs that may occur during the period of hire.**
- The Owner shall not be responsible for:  
Any loss of, or damage to any property, nor any loss, damage or injury which may be sustained by, or be done to, or happen to any person or persons, before, during or after hiring arising from any cause whatsoever.

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- The Owner shall not be responsible for:  
Any loss due to any breakdown of machinery, failure relating to the supply of electricity, gas, leakage of water, fire, government restriction or Act of God, which may cause the Suite (s) to be either temporarily closed or the hiring to be interrupted or cancelled.
- The Hirer shall indemnify the Owner against any claim, which may arise out of the hiring, or which may be made by any person visiting the Suite (s) during the hiring in respect of any loss, damage or injury.
- The right of entry to the Suite (s) is reserved to the Owner and its agents and any Police Officer, Health and Safety, Officer, Environmental Health Officer, or Trading Standards Representative or other at any time during the hiring.
- No Flags, emblems or other decorations shall be displayed outside any part of the Suite (s) without the previous consent of the Owner.
- No bolts, nails, tacks, screws, bits, pins or other like objects shall be driven into any part of the Suite (s), nor shall placards or other articles be fixed thereto.
- The Hirer, shall at the end of period of hiring, leave the Suite (s) in a clean, neat, tidy and orderly state.
- The property of the Hirer and / or Hirer's agents must be removed immediately following the period of hiring, or fees will be charged for each day or part of a day until the same is removed. The Owner accepts no responsibility for any property left on the premises outside hours of hiring. Any such property left is done so at the owner's risk and may be moved by the Facilities Manager to facilitate other hiring's.
- No exits may be blocked. Chairs or other obstructions should not be placed in corridors. Fire appliances shall not be removed nor tampered with.
- No additional lights nor extensions from the existing electric light fittings or other power points shall be used without the previous consent of the Owner.
- No part of the Suite (s) shall be used for the sale of carpets or furniture or real property by auction or otherwise, although Trade Fairs shall be allowed.
- The seating and dancing capacity of the Suite (s) is given in the schedule hereto and is the maximum allowed by the Owner and the Hirer undertakes that these limits will not be exceeded.
- The Hirer will ensure that nothing is done during the period of hire, or while people are entering or leaving the Suite (s) pursuant to the hire, that can be construed as a nuisance or annoyance to the residents of houses adjoining Shotton Hall Grounds. In this respect the Hirer will immediately accept any direction given by the Owner and will take all necessary action to abate any such nuisance or annoyance.
- Note to Booking Agencies – Please note the Town Council does not pay any commission on the fees and charges set out in the Application For Hire Form without the prior consent of the Council in writing.
- The Council has a strict policy that the use of fireworks is not permitted in the premises / grounds of Shotton Hall.
- The use of candles is not permitted. This includes all types of candles including tealites, votives, pillars and tapers (non-drip candles). The only exception to this ruling is the use of candles on birthday cakes, with the permission of the Owner.