



PARTY BOOKING FORM

Name in Full

Contact Number

Email Address

Postal Address

Day & Date of event

Estimated number of guests

Proposed menu

Time of arrival

Halfway House DJ Required YES / NO

I/we confirm we have read and accept the terms and conditions of The Halfway Function Suite as outlined overleaf. I enclose a non-refundable booking fee of £250.

Bookings are only accepted when confirmed back to you by The Halfway Function Suite. Please retain a copy of our terms and conditions for your reference.

Signed:

Date:

Please return along with your booking fee to:

The Events Manager. The Halfway Function Suite, 45 Otley Road, Baildon, BD17 7PY

events@thehalfwayhouseshipley.co.uk

01274 584610



Terms and Conditions

Booking:

We are delighted to hold a provisional booking for a maximum of 14 days unless otherwise agreed. During this time, should a further enquiry be received, we reserve the right to ask for immediate confirmation or instruction to release the booking.

All bookings are considered provisional until the Halfway Function Suite has received your completed and signed booking form and non-refundable booking fee.

A non-refundable booking fee of £250 is required to secure your booking.

All events are subject to minimum numbers.

Payments:

A further payment of 50% is required 12 weeks prior to the event this figure is based on your minimum number of guests multiplied by the catering options.

The final balance and confirmed numbers are required 14 days prior to the event.

Any additional accounts incurred on the date of the event are required to be settled immediately in full at the end of the event.

All prices are inclusive of VAT, which has been charged at 20%, unless the rate has been changed at the time of the event. The Halfway Function Suite 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. These increases where necessary will be agreed between both parties prior to the event taking place.

Cancellation:

In the unfortunate circumstances that you have to cancel your event then the following charges will apply:

Over 3 Months in advance of event - loss of initial deposit

3 months – 2 weeks prior to event – 50% of the total booking value



2 weeks prior to the event – 100% of the total booking value

Professional Bodies and Performing Rights:

The Halfway Function Suite recommends the use of our recommended DJ. Our DJ is happy to organise individual playlists, themes and special requests. If you wish to employ your own DJ and not use one recommended by The Halfway Function Suite then a £100 levy will be charged. All their equipment must be PAT tested. A copy of their public liability insurance and PAT testing is required a minimum of two weeks prior to the event.

You are responsible for ensuring that any band or musician employed by you complies with statutory requirements and the requirements of the management of The Halfway Function Suite and holds Public Liability Insurance and has PAT tested equipment (The Halfway Function Suite requires a copy of their public liability insurance and Pat testing a minimum of two weeks prior to the event). All music and entertainer contractors must comply at all times with The Halfway Function Suite requests including noise levels and health and safety. Failure to comply with this could result in the event being finished early. The Halfway Function Suite must comply with certain licensing and statutory regulations and requires the Client to fulfil their obligations in this respect.

Door Supervision:

For any event finishing after 11pm, a minimum of 2 door supervisors will be required at a cost to you. The only door supervisors permitted to work such a function are door supervisors booked by The Halfway Function Suite. We can guarantee these door supervisors are fully licensed and are booked for the benefit of both The Halfway Function Suite and our guests

Catering:

All catering is in-house only unless otherwise previously agreed with the Halfway Function Suite. In this instance only professional caterers will be considered and they must provide the Halfway Function Suite with a copy of their public liability insurance and a full copy of their allergen register for all associated food.

All drinks consumed on the premises are provided by The Halfway Function Suite unless otherwise previously agreed. You will confirm any dietary requirements along with final payment and confirmed numbers. 14 days prior to the event.



You will ensure that neither you, nor any of your guests, bring any food or beverage in to the Halfway Function Suite unless previously agreed.

A corkage charge will be made for any consumption of drinks agreed in advance.

Any alcohol which is brought onto our premises either as a gift or brought on to our premises or around the grounds by guests must not be consumed. This is due to our commitment to responsible drinking and our challenge 21 policy. Should this policy not be adhered to then we will reserve the right to finish the event early and you may be liable for any charges resulting from any loss/damage to The Halfway Function Suite which has been committed by your guests.

Damage:

You accept responsibility for the Halfway Function Suite its furnishings and equipment, and the behaviour of your 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 ask for a security deposit payable before the event to cover any damage or excessive breakages. This can be paid by cash or pre authorisation on a credit or debit card. Providing there is no damage or excessive breakage then the money will be returned in full the day after your event.

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

No bolts, nails, tacks, screws, or any other objects are to be driven into the interior or exterior of The Function Suite.

The Halfway Function Suite will not accept responsibility for any loss or damage to guests' property on our premises. You will ensure that the event is conducted in an orderly fashion without nuisance.

The Halfway Function Suite is a No Smoking building, although guests are permitted to smoke in a predesignated area of the patio and grounds.

You will ensure that you and your guests comply with all security, fire and other regulations relating to The Halfway Function Suite.



You are responsible for ensuring that all third parties providing services are fully covered by public liability insurance, and can provide all health and safety documentation reasonably required by us. The Halfway Function Suite is not responsible for any claim resulting from an act or from an act or default by the contractor, staff or agents or caused by any equipment supplied by them.

We cannot accept any responsibility for injury caused to children or adults whilst visiting the premises either inside or outside.

Cars parked in the Halfway Function Suite car park are parked entirely at their owners risk and no liability is accepted by The Halfway Function Suite for any loss, or damage caused to them.

We will store any items personal to your event (table decorations, flowers, presents, cards, cake etc.), however these are stored entirely at your own risk and we accept no responsibility for breakages or loss. You are advised to take all items with you at the end of your event.

The Halfway Function Suite shall not be held responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, government restriction or Act of God that may cause the premises to be closed or the event to be interrupted.



Notes: