Functions - Terms and Conditions, to be signed and returned

All bookings at Forest Hills are subject to the following terms and conditions:-

1. Bookings are subject to written confirmation and a non-refundable deposit of **£500.** No booking will be deemed to be confirmed until such time that this payment has been received in the way of cleared funds i.e. if paid by cheque five working days should be allowed for the payment to reach our bank.
2. Bookings are taken on the basis of a first come, first served basis. Once a deposit has been paid Forest Hills will not, without due cause and with the agreement of the client, arbitrarily make changes to the details of the booking agreed.
3. At the time of the booking we must have written confirmation of the approximate number of guests. Final numbers must be submitted 28 working days before the date of the function.
4. The final invoice will reflect the confirmed numbers (as notified 28 working days in advance). Payment must be received 28 days prior to the date of the function. If the actual attendance is greater than the confirmed numbers and/or if any other additional costs are incurred after full payment has been received, a further invoice will be sent, and this should be settled within 7 days of the date of the invoice.
5. Loss or breakage of equipment provided by, or hired on behalf of the client by Forest Hills will be subject to a nominal charge to cover their repair or replacement. The client is responsible to Forest Hills for any damage caused by the client or his guests, employees, agents etc.
6. In the event of cancellation by the client a fee will be charged to cover the loss of opportunity and/or costs incurred by Forest Hills. **A deposit of £500.00 is required to confirm your booking**. This deposit is non-refundable in the event of cancellation. A cancellation notice period of more than one month, but less than six months will incur a 50% charge and a cancellation notice period of less than one month will result in the full amount being payable. Cancellations are only accepted in writing and are deemed effective from the day of receipt at our premises.
7. Smoking is not permitted anywhere within the premises except in the designated outside smoking area.
8. No wines or spirits may be brought onto the premises of Forest Hills.
9. Whilst on site the client, his guests, employees, agents etc are required to take care of themselves and their property, making themselves aware of any safety notices and instructions, including actions to be taken in the unlikely event of a fire or other such event that may result in the evacuation of the premises. Forest Hills accepts no responsibility for the damage or loss of clients, guests or another party's possessions or property whilst on site, howsoever caused.
10. Forest Hills reserves the right to alter prices at any time and to refuse admission.
11. If you require further information relating to Forest Hills, please do not hesitate to contact us to discuss your needs.
12. Under the provisions of The Licensing Act 2003, it is an offence for any person under 18 to buy, attempt to buy or consume alcoholic liquor on the premises of Forest Hills. It is also an offence for anyone to buy, attempt to buy alcoholic liquor for consumption by a person under 18.
13. A period of 20 minutes is allowed at the end of each Permitted Hours for the consumption of alcoholic liquors purchased during such hours. Customers will not be permitted to consume alcoholic liquor on the premises of Forest Hills after this 20 minute period.
14. A responsible adult must always accompany children under the age of 16.
15. The venue reserves the right to change menu content under reasonable circumstances
16. All decorations, gifts and client's property will need to be collected by 10.00am the day following the function.
17. Please sign both copies of this document and return one copy to us with your deposit.

Signature:…… Date:……

Print Name:……

Date of Function……..Received by Forest Hills:……