



Booking Terms and Conditions

1. All bookings must be accompanied with a booking form and room deposit.
2. Hire charges for conferences will be invoiced after the event and are payable within 7 days.
3. Hire charges for functions must be paid no later than 7 days prior to the event. Failure to make this payment may result in cancellation of the booking.
4. Any alterations to a booking must be advised in writing.
5. The room must be left in a clean and tidy condition, with all lights turned off. The setting up and putting away of tables and chairs is the responsibility of the hirer, except for conference bookings or other specific bookings where set up of the room has been agreed in advance.
6. The Hemingford Pavilion will not be responsible for any loss or damage to property nor for any injury arising during a conference or function. A returnable deposit is due prior to the event and any breakages, or loss or damage to the structure, decoration, contents, or fittings of the building will be deducted from the refunded amount. Payment for such damage or breakages will always be the responsibility of the hirer, whatever the extent. The refund will be made in cash at the end of the event. Damage or breakages resulting from conference hire will be invoiced to the company in whose name the booking was made.
7. No intoxicating liquor is to be brought into the premises for consumption or re-sale.
8. No candles or other sources of ignition are to be used on the premises.
9. At least four adults (parents or guardians) must be in attendance for the full period of hire for all under 18 year functions. It is the responsibility of those adults to introduce themselves to the bar staff at the beginning of the hire period. Only a soft drinks bar will be available.
10. Any constructional work of any kind or the use of any electrical equipment not provided by the Hemingford Pavilion cannot be allowed without the written consent of the Hemingford Pavilion. Hirers using their own equipment do so at their own risk, and shall be liable for any damage or injury caused as a result of the use of such equipment.
11. Car parking must be restricted to the car parks. Parking on the field is not permitted. Cars are also not allowed on the access road between the tennis courts and the playing fields, unless prior permission has been granted for delivery purposes.
12. No obstructions should be placed in gangways or exits, and fire extinguishers should not be moved other than for emergency use.
13. Hirers and their guests must respect the fixtures, fittings and furnishings within the Hemingford Pavilion. Unruly behaviour will not be tolerated and the Committee and/or bar staff reserve the right to terminate any event, or expel any person or persons attending an event, as a result of unacceptable behaviour.
14. Hirers must observe our restrictions on noise levels, and all sound equipment must be plugged into the noise level control meter, to avoid disturbing nearby residents. Please be considerate when leaving the Hemingford Pavilion, keeping noise to a minimum.
15. The Social Club reserves the right to cancel a booking, but undertakes to refund any deposit should this unlikely event occur.
16. The Social Club reserves the right to refuse a booking, without giving a reason, and to refuse entry to any individual.
17. The hirer must make themselves aware of the Hemingford Pavilion's licensed hours (stated on the booking forms) and give four weeks notice of any bar or entertainment (music) extension request.
18. Cancellation of functions: If more than one month's notice is given, the hirer will pay only the deposit. If between one month and seven day's notice is given, the hirer will be liable to 50% of the full charge. If less than seven day's notice is given, the hirer will be liable to the full hire cost. If a subsequent booking is taken for the same date and time, all cancellation charges will be refunded.
19. Cancellation of conferences: If between six months and one month's notice is given, the hirer will pay 25% of the full charge. If between one month and 7 day's notice is given, the hirer will be liable to 75% of the full charge. If less than 7 day's notice is given, the hirer will be liable to the full hire cost. If a subsequent booking is taken for the same date and time, all cancellation charges will be refunded.
20. All figures are quoted exclusive of VAT, which will be added when appropriate.

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