

TERMS AND CONDITIONS OF BUSINESS

BOOKING

Once a provisional reservation has been made an option on the date will be reserved for 14 days. After which time the reservation will be released automatically if a deposit has not been received.

To secure a reservation we require a non-refundable/non transferable (in case of cancellation) deposit of £200.00, the completed form and terms and conditions.

The client should make an appointment approximately 12 weeks prior to the event to discuss the menu choices, wine etc. We also require the table plan, place cards and final numbers **7 days prior to event.**

ENTERTAINMENT AND DECORATION

Prior consent must be obtained from Waterloo Suite for any form of entertainment or decoration, which the clients wish to employ for a function. Corkage facilities are available

CUSTOMER PROPERTY

Whilst every effort is made to safeguard our client's property, Waterloo Suite will not be held responsible for any loss or damage howsoever caused either prior to the beginning of the function or after it is over. Nor can we be held responsible for gifts or decorations that have been delivered to or handed over to a representative of Waterloo Suite.

DAMAGE

The Client will be responsible for any damage caused to the venue by themselves, a sub-contractor or their guests and shall pay to make good any such loss of damage or loss of business caused as a result.

GENERAL

Waterloo Suite cannot be responsible for the quality of the food if not served at the scheduled time due to late arrival. No wines, spirits or food brought into Waterloo Suite can be consumed. Waterloo Suite reserves the right to judge acceptable levels of noise or behaviour of the clients, guests or representatives and the client must take all necessary measures to correct.

In the event of failure to comply with management requests Waterloo Suite reserves the right to terminate the contract and stop the event without being liable for any refund or compensation.

PAYMENT

Prices are applicable from 1st January for 1 year. A new brochure will be issued from this date and all prices charged will be those for the current year regardless of when the function was booked. All the prices are subject to change without notice 30 days prior to the event unless previously confirmed in writing.

The Invoice must be settled in full one month prior to the event or function. Please make cheques payable to **HRUFC Ltd** Payment for any extras i.e. drinks should be made prior to departure from Waterloo Suite

CANCELLATIONS - Cancellations in advance between

3-6 months	50% of the total anticipated cost
1-3 months	90% of the total anticipated cost
15-30 days	100% of the total anticipated cost