

# Cheshire View

## Conference & Banqueting Suites

Plough Lane, Christleton, Chester CH3 7PT Tel: 01244 332442 Fax: 01244 335567  
www.cheshireview.co.uk

**Day/Date of Event** .....

**Name of Hirer** .....

**Address inc. Postcode** .....

.....

**Telephone No**      **Daytime** ..... **Evening** .....

**Type of Function** .....

**Room/Area** .....

**Time From/To** .....      **Numbers expected** .....

**Food required Yes/No**      **Bar required Yes/No**

It is important to understand that there are Terms and Conditions which apply to all bookings relating to weddings and events. We have tried to keep things simple, but if you have any questions, please feel free to speak to us before you sign them.

### 1. Booking Confirmation

Any booking is considered provisional until Cheshire View receives a signed copy of these terms from you along with the appropriate deposit, receipt of which will be deemed to be your acceptance of these terms. Cheques should be made payable to Freemasons Hall (Chester) Ltd.

### 2. Guest Numbers

Estimated numbers are required at the time of booking and the Halls minimum charge for the services booked will be based on those numbers.

- (i) to allow us to plan your event properly you will need to provide us with final guest numbers 7 days prior to the event. The final charge payable will be based on this number or the actual number attending, whichever is the greater.
- (ii) If you provide less than one weeks notice, the contracted numbers will be charged. If the numbers are reduced below the minimum numbers required for your room, we may have to re-allocate the room, to one more appropriate to the size of your wedding or event.

### 3. Price Guarantee

As part of our commitment to making sure that you know exactly what you will pay, we guarantee that the prices agreed with you at the time of your booking will not increase for a period of 18 months. This guarantee excludes government imposed duty increases or changes to the rate of VAT. All prices that we quote are inclusive of VAT at the current rate.

### 4. Availability

All rooms, rates and facilities offered are subject to availability at the time of booking and are at the discretion of the company.

### 5. Payment

You'll need to pay a non-refundable deposit of a minimum of £200 when you confirm your booking. Full payment of the balance is due 10 days before the event. Payment by credit card will incur a 1% handling charge. Unfortunately credit facilities are not available to private individuals. We reserve the right to charge interest at 2% above the Bank of England base rate if you do not settle your invoice within the agreed terms.

### 6. What happens if I cancel?

No one wants to have to cancel. However, sometimes circumstances are beyond your control. Although we will do everything within our ability to help you in the unfortunate event that you need to cancel, there needs to be an agreed 'cancellation policy'. Here's how ours works:

Timing of Cancellation	Cancellation charge payable by you
More than 24 weeks before the event is scheduled to take place	Non-refundable deposit is retained
Between 24 and 15 weeks before the event is scheduled to take place	25% of the total booking value
Between 15 and 6 weeks before the event is scheduled to take place	75% of the total booking value
Less than 6 weeks before the event is scheduled to take place	90% of the total booking value

We will try to re-let the allocated room/s and a reduction of the cancellation charges will be made if we are successful.

**7. Cancellation by us because of events beyond our control**

In the unlikely event that Cheshire View has to cancel your booking, you'll receive any pre-payments, although Cheshire View will not have any other liability.

However, Cheshire View may only cancel if:

The Hall or any part of the Hall is closed or becomes unavailable due to events beyond our control. If you, or we, become insolvent, or in the case of an individual, become subject to a bankruptcy petition. The booking, the persons associated with the bookings and/or the purpose of the event might damage the reputation of Cheshire View or the company.

**8. Etiquette and Conduct**

For the comfort and safety of all our guests and employees it is important that all members of your party maintain acceptable levels of behaviour and noise on the premises. In the unlikely event that you are requested to do so by the Management, you must take the necessary steps to ensure that members of your party adhere to this. In the event of your failure to comply with this request, the Management may stop an event without being liable for refund or compensation.

**9. Equipment**

We can provide most equipment, however, should you wish to bring your own equipment into the premises, you must ensure that it has been tested and is safe to use. If you want to leave any personal effects Cheshire View, the company cannot accept responsibility for their safekeeping.

**10. Entertainment**

The company accepts no liability for any equipment you bring into their premises, and we ask you to comply with the rules set out in the Health & Safety at Work Act 1974. For any third party contractors visiting Cheshire View (such as Bands and Entertainers) under your instruction, you must ensure current and adequate 'Public Liability Insurance' is in place. Copies of electrical testing certificates and their insurance policies must be made available at the time that the final details are confirmed.

**11. Corkage**

Our prices have been worked out on the basis that we provide all the drinks that your party consumes during your event. **We do not allow you to bring into the Hall your own food or drink.**

**12. Anything else?**

Just a couple of points:

- (i) For certain events the Company may require a minimum bond of £500 against the cost of possible damage to our property, which could occur during the course of the event. Should any damage occur to our property during your event then this bond, or an appropriate part thereof, will be retained by our Company on account of the cost of such damage.
- (ii) In the unlikely event that you are unhappy with any aspect of your event this should be brought to the attention of the Company at the time so that the matter can be resolved immediately.

**13. What about insurance?**

You may well consider it worthwhile arranging insurance. This can usually be done for a small premium, to cover the cost of cancellation and other liabilities. Please bear in mind that your insurance contract will be between the insurance company involved and yourselves.

Cheshire View is a trading name of Freemasons' Hall (Chester) Limited whose registered office is situated at Cheshire View, Plough Lane, Christleton, Chester, CH3 7PT., Company Registration number 102236.

Please sign and return to confirm that you have received this copy of our Terms and Conditions and have agreed to them in order that we can confirm your booking. You are advised to keep a copy of these terms for your own records.

Signed: .....  
(Hirer or Authorised Agent)

Signed: .....  
(Hirer or Authorised Agent)

Print Name: .....

Print Name: .....

Date: .....

Date .....

Card No.					Issue Date		Expiry Date	
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Security Code: (last 3 digits on Signature Strip)		Name on Card	
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**Please help us by ticking the most appropriate box to indicate where you first heard of Cheshire View**

Recommendation	Yell.com	Google Ads	Other Search Engine	Other directory

For Office Use  
A deposit of

£.....Paid .....

Signed .....

Manager