

The Elvetham – Private Dining and Private Parties terms and conditions

These terms and conditions will apply to and govern your Booking. 'Booking' means the provisional booking made by you and confirmed by you and accepted by us. 'Private dining or party' means that which is detailed in the provisional Booking; 'we' or 'us' or 'venue' means The Elvetham Hotel Limited; 'you' means the person booking the private party or event.

1. BOOKINGS

- 1.1 Provisional bookings will be held for a maximum of 7 days. If the booking is not confirmed by you at the end of this period, by paying the required deposit, (except where we have agreed an extension of this period) the booking will be deemed to have been cancelled.
- 1.2 Provisional bookings must be confirmed in writing.
- 1.3 Not less than 14 days prior to the date of the private dining or party, you must notify us in writing of any changes to your booking, including final numbers.

2. PAYMENT

- 2.1 We require non refundable non transferable payments as follows:
 - 12 weeks prior to the date of the private dining or party 50% (first payment)
 - 8 weeks prior to the date of the private dining or party 50% (final payment)
- 2.2 14 days prior to the private dining or party, you will provide full details of a valid credit card for authorising and subsequently charging for any extra chargeable items.

3. CANCELLATION OF THE BOOKING BY YOU

- 3.1 All cancellations must be received in writing.

4. CANCELLATION OF THE BOOKING BY US

- 4.1 It may be necessary, due to circumstances beyond our reasonable control, to change or cancel your Booking and in which case we will notify you of such an occurrence and use our reasonable endeavours to offer alternative arrangements of a substantially similar standard. You may then accept the alternative arrangements, or cancel your Booking without charge and we will refund all monies paid in respect of the Private dining or party.
- 4.2 We reserve the right to cancel your Booking if (i) you become insolvent or bankrupt or otherwise unable to pay your debts as they fall due; or (ii) you are in arrears with any payment due to us; or (iii) in our reasonable opinion your proposed activities or the Private dining or party might prejudice the reputation of The Elvetham.

5. YOUR RESPONSIBILITIES

- 5.1 You will use your best endeavours to ensure that your attendees/guests/invitees comply with our instructions in the event of an emergency.
- 5.2 You will provide a full list of names of the attendees who are to have pre-booked accommodation not less than 14 days before the party or event.
- 5.3 You will be responsible for any damage caused to the Venue and its contents. You shall be liable to make good any damage caused and you will be responsible for the conduct of your attendees/guests/invitees.
- 5.4 You shall be liable for any loss, costs or expenses incurred by us as a result of any act or omission of such person.
- 5.5 You will use your best endeavours to ensure that your attendees/guests/invitees do not affix anything to the walls, floors or ceilings without our prior consent. You will also ensure that no one displays any posters, directional signs or other material without our prior consent.

5.6 You will use your best endeavours to ensure that your attendees/guests/invitees do not bring any food or beverages onto the premises and only food and beverage supplied by us shall be consumed on the premises.

6. LIMITATION OF LIABILITY

6.1 We, The Elvetham Hotel Limited, its Directors and or its/their associated companies and personnel accept no responsibility whatsoever in respect of theft, damage, accident, death, or loss of any kind, howsoever caused to you, your attendees, their guests / 'invitees' and your/ their property, possessions and accept no liability arising in respect our provision of the venue or any liability whatsoever in respect of any third party supplier independently arranged by yourselves or arranged and/or recommended by us.

6.2 Third party suppliers must either be preferred by us or approved by the directors in advance. The Venue retains the right to refuse access to any third party supplier that has not been formally approved.

6.3 We reserve the right to refuse admission to the Venue for any reason whatsoever.

7. DATA PROTECTION

7.1 We may wish to use any information you provide for marketing purposes such as sending you latest offers and new brochures. If you do not wish to receive these communications please notify us.

8. GENERAL

8.1 If any part of these terms and conditions is found to be invalid or unenforceable, then the remainder of these terms and conditions will not be affected but will remain valid and enforceable.

8.2 These terms and conditions shall be governed and construed in accordance with English law.