

Bexley Heritage Trust

Terms & Conditions

Bookings of functions with the Bexley Heritage Trust (the BHT) are subject to the following conditions: -

1. A booking cannot be confirmed until a completed & signed booking form has been returned together with a deposit equal to 50% of the total contract price.
2. The contract price shall be: -
 - a) the total hire cost; and
 - b) such other sum as may have been agreed by the BHT and the customer.
3. The customer shall pay:-
 - a) an agreed non-returnable deposit as stated, to be received within 14 days of the date being provisionally held.
 - b) The balance of the contract price and any other sums under 2(b) not less than 56 days (8weeks) prior to the date of the function.
4. The customer must confirm the number of guests to attend the function no less than 10 days before the function.
5. The customer shall use the BHT premises strictly for the purposes of the function and for the time agreed.
6. The function must end at the agreed time, but in the event of any over-run the BHT reserves the right to make an additional charge.
7. If the customer does not meet payments in accordance with these conditions the BHT reserves the right to cancel the function by informing the customer in writing at the address held on file.
8. The customer may cancel the booking by notice in writing to the BHT. Where the booking is cancelled by the customer more that two months (8weeks) before the function is due to take place, the BHT will make no charge or claim for damages subject to the customer meeting any costs already incurred by the BHT in connection with the function. The deposit remains non refundable.
9. The BHT shall not be liable for loss of or damage to the property of the customer or customer's guests suffered or incurred whilst on the BHT's premises.
10. The customer shall be liable for any damage caused to the BHT's premises, fixtures, fittings, utensils or equipment, which may arise as a result of the function.
11. **The customer must take out adequate insurance to this effect, proof of which must be presented to the BHT no later than 4 weeks prior to the booking.**
12. **The customer will select from the suppliers approved by BHT.**
13. The customer must comply with fire regulations and statutory requirements concerning licensing and entertainment relevant to the event.
14. In the event of circumstances arising which are beyond the BHT's control and which render impracticable performance by the BHT of its obligations in respect of the booking, the BHT will be entitled to cancel such a booking without incurring any liability to the customer in respect of such cancellation. The circumstances referred to include (but are not limited to) damage to, or destruction of, the BHT property (whether by fire or otherwise), breakdown of machinery, failure of supply of electricity, strikes, lockouts, industrial unrest, shortage of labour and shortage of food and or beverage supplies..
15. Although every attempt will be made to advise of activities within the Park, the BHT will not responsible for any external activities which may effect the functions within the House.

Function Date.....

Function Start time.....Function Finish Time.....

Signed..... Name.....