

# WINMARLEIGH HOUSE BOOKING FORM and CONTRACT

## Details of HIRER

Name	
Address	
Telephone	
Email	

## Details of HIRE

Date	Occasion / Room	Time	Bar	Fee	Deposit	Number expected to attend
		From To	From To			

### CONDITIONS governing the hiring of rooms at Winmarleigh House, 15 Winmarleigh Street Warrington WA1 1NB

1. A booking is only considered to be made upon receipt of the deposit and a signed copy of the contract, which is subsequently signed on behalf of Winmarleigh House.
2. The balance of the Booking Fee is to be made no later than 28 days before the date of the event. **Winmarleigh House reserves the right to cancel any booking where the balance is not paid by the appropriate date.**
3. Any booking, which is subsequently cancelled by the Hirer, will result in the forfeiture of the deposit.
4. The Hirer will not, without permission in writing from Winmarleigh House, sub-let any room or use same for any function, event or purpose, other than that stated on the Booking Form.
5. **The Hirer will be responsible for the behavior of those attending, and will be liable to reimburse Winmarleigh House for any damage to the premises or to any items of furniture, fixtures, fittings, utensils, crockery and glassware thereon during the period of the hire.**
6. Numbers of persons likely to be attending functions are to be given on the Booking Form and, if any substantial alteration is likely, Winmarleigh House must be notified at least 7 days before the function.
7. Winmarleigh House does not allow outside caterers to be used on the premises
8. Wine etc. must be purchased through Winmarleigh House. The Manager will be pleased to submit a list of wines available.
9. No intoxicating liquor is to be brought on to the premises.
10. No person under the age of eighteen years may purchase or consume intoxicants on the premises.
11. No person under the age of fourteen years may attend any functions where intoxicants are being consumed, other than a private party (e.g. Family Party, 21<sup>st</sup> Party, Wedding etc.)
12. Winmarleigh House reserves the right to remove or have removed from the premises any person or persons who, in the opinion of the Manager or hirer of the room is causing a nuisance or behaving in a manner likely to bring the Winmarleigh House into disrepute.
13. Excessive Noise. The disc jockey or musicians must be informed by the Hirer not to cause any annoyance by excessive amplification. Guests leaving the building should be asked to leave in a quiet manner and not to cause annoyance to nearby householders by banging car doors and revving car engines.

I have been given, read and agree to abide by the conditions of the hire of the Winmarleigh House as submitted to me and enclose the above deposit.		Agreed on behalf of Winmarleigh House Position: General Manager	
Hirer's Signature	Date	Signature	Date