



## **Terms and Conditions**

### **1. Parties to the Contract**

You ("the Customer") are contracting with Chichester Golf Club LLP, trading as Chichester Golf Club ("the Club"). Registered address: Hunston Village, Chichester, West Sussex, PO20 1AX. VAT No: 100 1553 85.

### **2. Provisional Bookings**

An Event Form will be issued to the Customer to confirm a provisional booking. All provisional bookings will be held for a maximum of 14 days. The Club will treat the booking as cancelled if a deposit is not received within the specified time.

### **3. Booking Confirmation & Deposit**

All bookings are considered confirmed as soon as a deposit is paid to the Club. Payment of a deposit will be taken as acceptance of our terms and conditions. Please note that the deposit is **non-refundable** in all circumstances should you cancel your booking.

### **4. How to Pay**

Payments can be made by debit or credit card in person or over the telephone. If you would like to make a bank transfer please pay Chichester Golf Sussex, HSBC, 40-18-22, 62512955 and quote your full name as a payment reference. Please note that we do not accept any payments in cash or by cheque either in advance, on the day or during the event.

### **5. Payment Terms**

Following the initial deposit payment, the remaining balance will be required to be paid as stated on the Event Form.

### **6. Cancellation by the Customer**

In the unlikely event that you need to cancel your booking the deposit paid is **non-refundable** in all circumstances. Further cancellation charges may apply and will be calculated as follows:

3-6 months prior to event – 25% of total cost

1-3 months prior to event – 75% of total cost

1 month or less prior to event – 100% of total cost

### **7. Cancellation by the Club**

The Club maybe prevented from carrying out its obligations under these terms and conditions, by circumstances beyond the Club's control (including but not limited to Government intervention, strikes, labour disputes, accidents, acts of God, national or local disasters, war, damage to the Club, loss of services such as electricity gas or sewage whether fire or failure of sub-contractors or suppliers), in which case the Club shall notify the Customer in writing of, and the reasons for, such cancellation.

The Club operates a policy of zero tolerance towards (without limitation) to the possession and/or use of illegal drugs, discriminatory, offensive or drunken

behaviour by any group or individual and reserves the right to cancel or terminate any event without notice if this condition is breached either before or during the hire period and no refunds will be given. Any events booked under false pretences will also be cancelled without refund.

8. If the Club is prevented from carrying out its obligations as described in clause 7 above, then The Club's liability to the Customer shall be limited to the amounts already paid by the Customer to The Club at the time of the cancellation.

**9. Loss/Damage**

The Club shall not be liable for any loss of or damage to any property, equipment stock, vehicles or possessions brought to the Club by the Customer or the Customer's guests, employees, contractors, agents or suppliers, or hired by The Club on the Customer's behalf.

10. The Customer acknowledges and accepts that any property or possessions referred to in clause 9 above will remain under the control and care of the Customer before, during and after the Function and that the Customer is in the best position to insure such property against theft or damage and accordingly it is reasonable for The Club to exclude liability for such property to the extent referred to above.
11. Nothing in these terms and conditions shall limit or exclude The Club's liability for:
  - 11.1. death or personal injury caused by The Club's negligence or the negligence of its employees, agents or sub-contractors; or
  - 11.2. fraud or fraudulent misrepresentation.

**12. Access/Timings**

Access to the venue including arrival and finish times is strictly by prior agreement and as confirmed on the Event Form.

**13. Food & Alcohol**

Customers and/or their guests will not consume any food/drink (alcoholic or otherwise) that has not been purchased on the premises.

Chichester Golf Club has chosen to adopt the Challenge 25 policy which has been developed by the Retail of Alcohol Standards Group to support the effort to eradicate underage sales. Challenge 25 simply requires that every person buying an age restricted product such as alcohol, who looks under the age of 25, is challenged to produce a valid photo ID such as a passport or driving license.

Food prices are guaranteed as per the details on the Event Form and as confirmed at the time the deposit is paid. However, the Club reserve the right to increase drinks prices which are subject to changes in duty/tax - these prices will be confirmed one month prior to the event and guaranteed as soon as the balance is paid.

**14. Equipment**

All the necessary equipment will be provided by the Club in order to cater for the number of guests and as specified on the Event Form.

15. **Bar**

A fully stocked pay bar, and all bar staff will be available for all events as specified on the Event Form. A bar tab can be opened on provision of a credit card and must be settled in full on the event date. Please note that we do not accept payments by cash/cheque and payment must be made by debit/credit card – please inform your guests of this company policy.

16. **Suppliers/Agents**

If you are employing the services of a Supplier and/or Agent, please ensure that they are in possession of a valid Public Liability Insurance Document and any equipment used is PAT tested.

17. **Candles**

No candles or naked flames (including sparklers & Chinese lanterns) of any sort are permitted on the premises.

18. **Photographs**

From time to time, we would like to use photos from your event on our website and other marketing material. We will assume that by accepting these terms and conditions you are happy for us to do so. Please let us know if you would rather, we did not use or take our own photos at your event.

19. **Children**

It is the Customers responsibility to supervise children at all times.

20. **Disabled Access**

There is no disabled access to the first floor of the Clubhouse. The ground floor including the Marquee and Spike Bar is accessible to wheelchair users and there is a dedicated disabled toilet located in the Clubhouse. Reserved parking can be arranged by prior arrangement.

21. **Car Park**

There is ample free onsite parking at the Club. The Customer and their guests are welcome to leave their cars overnight at their own risk. The front gate, located at the entrance to the Club, is locked overnight and will not re-open until 6:00am the next day.

The Club will not accept any responsibility for any damage to cars parked at the venue during or after an event.

**Please note that this list is not exhaustive and may change at any time without notice.**

*I (the Customer) agree to the above terms and conditions*

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Contact number/email: \_\_\_\_\_

Date: \_\_\_\_\_