



# SAPLEY LODGE

## Booking Request Form

Date of Service:

Name of deceased:

Menu Selection	Please tick	Number of guests expected:
<b>Sapley Menu</b> (Minimum of 20)	<input type="checkbox"/>	
		Quantity:
<b>Sapley Option 1</b> (additional items to main menu)	<input type="checkbox"/>	
<b>Sapley Option 2</b> (additional items to main menu)	<input type="checkbox"/>	

### Dietary Requirements:

Please state if any persons have dietary requirements or food allergies and describe the requirements:

- **Please be aware that food is prepared off-site and provided in the quantities ordered. Any additional guests may reduce the amount available per person.**
- **Drinks will be available if you arrive early, but food is scheduled to be served at your agreed start time. While it may sometimes be ready sooner, this cannot be guaranteed, especially if your service finishes early.**

### MUSIC REQUIREMENTS:

Background music can be played for the duration of your booking. It is a standard playlist with a range of genres. There is no facility for alternative music. TV screens are installed but require a personal laptop and HDMI fitting – no media services available inhouse.

I would like the Sapley Lodge standard playlist: Yes  No

## DRINKS

All menus include tea, coffee, orange squash and water  
Soft beverages can be purchased in advance at an additional cost.

<u>Drink</u>	<u>Tick choice</u>	<u>Qty</u>	<u>Drink</u>	<u>Tick</u>	<u>Qty</u>
Coca Cola (2ltr)	<input type="checkbox"/>	_____	Lemonade (2ltr)	<input type="checkbox"/>	_____
Coca Cola Diet (2ltr)	<input type="checkbox"/>	_____	Cloudy Lemonade (2ltr)	<input type="checkbox"/>	_____
Orange Juice (per ltr)	<input type="checkbox"/>	_____	Elderflower cordial (per 2ltr jug diluted)	<input type="checkbox"/>	_____
Apple Juice (Per ltr)	<input type="checkbox"/>	_____	Shloer White Grape (per 750ml)	<input type="checkbox"/>	_____
			Shloer Red Grape (per 750ml)	<input type="checkbox"/>	_____

## PAYMENT IN ADVANCE

On receipt of the completed booking form, an invoice will be sent in advance for full payment of the hire, menu quantity and any additional drinks. The invoice will be emailed to the address below. It must be paid in full before the booking can be confirmed.

### Applicant / Hirer

- I would like to book Sapley Lodge with the option chosen and numbers above.
- I have read and agree to the terms and condition.

Email address:

(invoice will be sent here)

Contact Number:

Name of Applicant / Hirer

Signature:

Date:

## Sapley Lodge Booking Terms & Conditions

These are the conditions governing the hire of premises owned by the Huntingdon Town Council (HTC) and incorporated into the agreement for hire. You are requested to read the conditions carefully before completing your booking form.

Definitions:

- 'The Owner' means Huntingdon Town Council (HTC).
- 'The Caterer' means Housden Outside Caterers (sole caterer at The Sapley Lodge).
- 'The Building' means the building specified in the Contract being a building owned by the HTC and 'the Hired Premises' means that part or parts of the Building specified in the Contract as the subject of the hiring.
- 'The Hirer' means the person and organiser responsible for commissioning of and payment for the event and includes, where the context so requires, such persons who have made provisional bookings.
- 'The Contract' means the agreement between the Owner and the Hirer for a specific booking as the same is recorded in writing in a document to be signed by the Hirer, such document being referred to here as 'the booking request form'.
- 'The event' means the event and catering services, meeting or other purpose for which the hiring is arranged.
- 'The facilities' means the Hired Premises and attendant facilities

### 1. Use of Premises

The Hirer, its servants, agents and visitors may use only those parts of the premises specified in the Contract and including only those means of access and egress as are signposted on the day of hire.

### 2. Charges

The hire charges are as set out in the Invoice. Accounts should be settled within 48 hours in advance of the wake. Payment must be made in pounds sterling, by BACS payment. Where the times of events are exceeded, a surcharge may be levied by the Owner.

### 3. Application for Hire

3.1 Applications for hiring will not be accepted from persons acting on behalf of a third party without the Owner's express agreement to identification of such third party declared at the time of application and then only on terms under which the Hirer acts as agent for such third party with the intention that the third party shall be bound to these conditions. The Owner, whether by its own notice or that of its agents, reserves the right to refuse any application.

### 4. Confirmation by the Hirer

4.1 All bookings are considered as provisional and non-binding until a document setting out the terms of the Contract is signed by both the Hirer and the Owner. Once such a document has been signed by parties, all facilities and services reserved for the Hirer will be subject to the terms and conditions of the Hire Agreement and to these conditions.

4.2 The Contract document, once signed by the Hirer, must be returned by the Hirer and received by the Owner within five working days of the date of issue, or if such time is not available at least five working days prior to the commencement of the hiring. If the document is not received by the Owner within this period, the Owner reserves the right to cancel the Hire Agreement and to enter into an agreement for the hire of the premises by another hirer.

4.3 No event for which a contract has been made shall be permitted to take place within the Premises without a signed Contract document expressed to have been made between the Owner and the Hirer.

4.4 Numbers of persons participating in the event for which the Premises have been hired must, unless the Owner specifically agrees to accept an estimate of numbers, be provisionally advised to the Owner at the time of booking and will be identified subsequently in the Contract document. Final numbers, subject to the same proviso as to estimates, must be confirmed to the Owner at least five working days prior to the event for all catering.

### 5. Amendments by the Hirer

5.1 Amendments to information provided to the Owner at the time of provisional booking must be confirmed to the Owner in writing. Amendments to information upon which a confirmed booking is made may only be made with the agreement of the Owner.

5.2 Reductions in the duration or contracted value of a confirmed booking will normally be agreed, provided that details of the anticipated reduction are received in writing by the Owner at least 4 working days before the event takes place

5.3 Final numbers notified at least 4 working days before the event (see clause 4.4) will be the minimum number for which the Hirer will be charged in any event. Should the number of guests attending reduce below the stated minimum, the Owner reserves the right to move the function to a more suitably sized room.

5.6 In the event that cancellation charges may otherwise arise under this clause, but the facilities released are hired to an alternative hirer, the Hirer will be given credit for the sums thereby recovered by the Owner against any cancellation charges otherwise applicable and will refund any such charges or part thereof already paid.

5.7 This clause shall not apply in a case in which the Owner has exceptionally agreed to accept estimated numbers of participants in the event. In those circumstances, charges for late reductions in the facilities for which a confirmed booking has been made, if any, shall be as the Owner has specifically agreed.

### 6. Amendments or Cancellation by the Owner

6.1 Should the Owner, for reasons beyond its control, need to make any amendments to any confirmed booking, all reasonable efforts will be made to offer suitable alternative facilities in which event the hire charges shall remain payable subject only to these conditions

6.2 The Owner reserves the right to cancel the booking:

- (1) If the booking might, in the opinion of the Owner, prejudice the reputation of the Owner
- (2) If the Hirer is more than 30 days in arrears of previous payments to the Owner
- (3) If the Owner becomes aware of any material alteration in the Hirer's financial position such as may, in the opinion of the Owner, affect the Hirer's capacity to pay the hire charges or otherwise meet its commitment under the Contract including these conditions

### 7 Cancellation by the Hirer

7.1 Cancellation of confirmed bookings by the Hirer within 5 days prior to the event shall be subject to forfeiture. A cancellation fee of 50% of the room hire charge shall apply

7.2 Cancellation of confirmed bookings by the Hirer within 3 working days prior to the event are subject to a cancellation fee of 75% of the room hire and catering charge.

7.3 Cancellation of confirmed bookings by the Hirer within 24 hours prior to the event are subject to a cancellation fee of 100% of the room hire and catering charge.

7.4 In the event that cancellation charges may otherwise arise under this clause, but the facilities released are hired to an alternative hirer, the Hirer will be given credit for the sums thereby recovered by the Owner against any cancellation charges otherwise applicable and will refund any such charges or part thereof already paid.

### 8. Access

The Owner's Facilities staff are responsible for letting people in and out of the building. Keys will not be provided to the Hirer.

### 9. Cleanliness/Breakages/Usage Rules

- a) Hirers must leave the premises in a clean and tidy condition,
- b) Hirer's personnel and participants in the event leave the building via the main exit only (except in the case of a fire alarm when the fire exits should be used or for disabled access/egress).
- c) Hirers must familiarise themselves with the location of the fire exits and take responsibility for advising participants of the location of these exits
- d) Any loss, theft, damages, breakages or spillages must be reported to the Office immediately they are discovered and, in any event, within 24 hours.
- e) The Hirer must notify the Owner in advance of the event of any items of equipment to be brought into the Building for use during the period of hire. All such equipment must, whenever relevant, have an up to date PAT certificate.
- f) The Hirer may not fix any items to walls, floors or ceilings by use of any form of adhesive including blu-tac. Any damage arising from breach of this condition will be recharged to the Hirer.
- g) The Hirer must ensure that the event is organized in a manner that allows for smooth entry and participation of all attendees. The Owner reserves the right to manage entry to ensure the event runs smoothly.
- h) The Hirer must ensure that the fire evacuation procedures for The Sapley Lodge (copy available by the entrance door) are made known to all participants in the event.
- i) The Hirer shall not store or place on the perimeters or in the premises, any flammable, combustible or objectionable substances or liquids. Further, the Hirer shall not deliver materials or equipment to the premises in advance of the event without the express permission of the Owner.

## **10. Indemnification**

The Hirer indemnifies the Owner and Caterer from and against:

10.1 all claims, demands or actions, whether for death or personal injury or of loss or damage to property which may be brought or threatened against or suffered by the Owner arising as a consequence of the non-observance or non-performance of any of these conditions or of any act, neglect, default or omission of the Hirer, its agents or servants.

10.2 any claim alleging breach of copyright or breach of or interference with any right of intellectual property committed by the Hirer its agents or servant during the course of or in any way connected with the hire of the Hired Premises.

## **11. Performance Rights**

Music can be sourced and downloaded through the Maestro Lite system which allows for only copyright music to be played any personal equipment being used by the 'Hirer' must make arrangements directly with the Performing Rights Society or Mechanical Copyright Protection Society or other appropriate body for any license required for the use of material in which relevant rights of intellectual property may subsist.

## **12. Contracted Services**

The Owner and its Caterer reserve the right to refuse permission for any externally arranged services or activities that the Hirer may commission and cannot accept liability for any cost arising to the Hirer as a result of approval not being given. Any approved contractors are responsible for evidencing documentation appertaining to applicable legislation including copies of risk assessment documentation appertaining to the event.

## **13. Conduct**

The Owner may refuse to allow an event to continue if, in the opinion of the Owner's servants or agents, the behaviour of any of the Hirer's personnel is offensive, abusive constituting a risk to health and safety or otherwise unacceptable. The Owner may likewise refuse to allow an event to continue in the event that the behaviour of any participant in the event is similarly unacceptable, and the Hirer has not itself caused that person or persons to leave the Building.

## **14. Catering**

14.1 Menu Packs are valid for six months from 1st April to 31<sup>st</sup> September and 1<sup>st</sup> October to 31<sup>st</sup> March during normal working hours i.e. 10:00 am to 17:30 pm thereafter the Caterer has the right to re-quote. All charges are subject to VAT at the current rate.

14.2 Confirmation of final numbers to be confirmed in writing 5 working days prior to your event. Cancellation by the Hirer See clause 7.

14.3 Staff are included in the menu pack during normal working hours i.e. 10.00am to 17:30pm.

14.4 Food is freshly prepared, and we aim to use only the freshest, finest and best ingredients. We reserve the right to make price changes or substitutions due to market fluctuations. Due to health and safety, no left over or wasted food can be taken home by the Hirer, client or staff. It remains the property of Housden Outside Caterers to dispose of in a correct and proper manner. Only food and all beverages supplied by Housden Outside caterers may be consumed on the premises.

14.5 Any complaint should be made verbally to Housden Outside Caterers staff at the time of the event. It must then be followed up in a written format and emailed to [Huntingdon.crematorium@huntingdowntown.gov.uk](mailto:Huntingdon.crematorium@huntingdowntown.gov.uk) within 48 hours after your event, which will be dealt with by the Manager of Huntingdon Crematorium and the Owner of Housden Caterers.

14.6 Accidental damage at an event should be covered by the client's own insurance and no claim can be accepted by the Owner or Caterer. We do not accept responsibility for the personal property of clients or guests.

## **15. Non-performance**

The Owner shall not be liable for any failure to provide, nor for delay in providing, any of the facilities by reason of circumstances beyond its control.

## **16. License regulation**

The Owner is obliged to comply with licensing, planning and statutory regulations and may at any time require the Hirer to comply with these requirements and to rectify anything which may appear to the Owner to be in violation of these requirements.

## **17. AV Equipment**

The Hirer may not use any of the Owner's AV equipment unless this has been previously arranged with the Owner, whose staff will undertake to set up and monitor such equipment. Appropriate charges will be made for the use of such equipment. Hirers may bring in their own equipment for use in Sapley Lodge provided it has an up to date PAT test label.

## **18. Breach of Conditions**

The Owner or their nominee, reserves the absolute right to terminate the hiring forthwith if, in their opinion, the Hirer, its servants or agents or participants or any of them, are in breach of any of these Conditions. In that event, the Hirer, its servants, agents and all participants in the event will be required to leave the Building immediately, taking with them their possessions and equipment. In the event that the hire is terminated under this clause, the Owner will not be responsible for any claims, actions, losses or damages incurred by or on behalf of the Hirer, their servants, agents or visitors, in respect of such premature termination of use. All charges will remain payable notwithstanding such premature termination. The Owner may delegate the management of any hiring and of its rights, powers and obligations under the Contract and under these Conditions to its agents as it thinks fit, provided only that it shall remain liable in law for breach of any such obligations by its agents. The laws of England and the jurisdiction of English courts will apply to any dispute.