



**Blackburne House Group**

### **Conference & Events - Terms and Conditions**

- 1) All bookings are considered provisional until a completed booking form is received by Blackburne House
- 2) Final booking forms must be returned within 10 working days of the provisional booking. If the booking form is not received within this period, Blackburne House reserves the right to release the provisional booking and re-let the accommodation
- 3) A deposit of 25% is required to secure the booking and a final invoice will be issued following your event and this will include any extra services provided at your event. As we are a registered charity we request full and final payment upon receipt of invoice
- 4) Wedding bookings require a deposit of 25% at the time of booking and final payment must be made 2 months prior to the wedding
- 5) Provisional numbers for rooms and catering requirements must be provided at the time of initial booking and must be confirmed 14 days prior to your event. Any reduction in numbers after this period will be charged at full rate
- 6) We will try to accommodate any increase in numbers by prior agreement
- 7) No external catering (food, alcohol and drink) may be consumed during your event and corkage charge of £8 applies with prior arrangement
- 8) The rooms are available for the period of time shown on your booking form, any increase in time may incur additional charges
- 9) Cancellation of an event must be made in writing. For rescheduled events, we will try our best to accommodate you. Cancellation rates are as follows:
  - a. Cancellation within 4 weeks of date of event - 50%
  - b. Cancellation within 2 weeks of date of event - 75%
  - c. Cancellation within 1 week of date of event - 90%
- 10) Blackburne House reserves the right to refuse, cancel or change a booking:
  - a. If the building or any part of it is closed due to fire, dispute with employees, alteration, decoration or any order of public authority
  - b. Should Blackburne House need to make amendments to a clients booking, for reasons beyond its control, it reserves the right to offer an alternative choice of facilities
  - c. If the booking might prejudice the reputation of Blackburne House
  - d. If the client becomes insolvent or enters into liquidation
  - e. If the client is in more than 30 days arrears with Blackburne House
- 11) Where parking has been reserved, if the client has not taken their parking space within 1 hour of stated time of arrival, Blackburne House reserve the right to release and re-let the space
- 12) Blackburne House have a preferred DJ and entertainers and reserves the right to approve any external entertainment, services or activities and cannot accept liability for any costs incurred for this
- 13) All clients must adhere to liquor and entertainment license and regulations and as Blackburne House is in a residential area we must adhere to neighbourhood noise restrictions. Live music is available until 11pm and background music until 12pm, however, all music requirements require prior review and approval

- 14) Should you wish to employ the services of an outside contractor, other than those arranged by Blackburne House at your event, you must undertake to indemnify Blackburne House against any claims made against them resulting from an act or default by any of your employees or contractors, or caused by equipment supplied by yourselves: this indemnity is also to include cover under the Health and Safety at work act 1974. Any outside contractor employed by the client must report to the Building Services Department and contractors must comply with appropriate legislation including the Fire Precaution Act. We reserves the right to refuse access, without prejudice to any contractor
- 15) Should a client or delegate be unable to correct poor behaviour or unacceptable activities, Blackburne House reserves the right to terminate their stay, with no refund
- 16) It is the customer's responsibility for any damage they or their delegates cause. The cost of repairing any damage caused to the property, contents or grounds must be reimbursed to Blackburne House by the client
- 17) Blackburne House accepts no liability for death, personal injury, accidents, loss or damage to persons or personal effects. Furthermore Blackburne House accepts no responsibility for delegates' personal property, lost, misplaced or stolen property, which delegates may have left in Blackburne House
- 18) Blackburne House is not liable for failure to provide or delay in providing facilities, services or catering as a result of events or matters outside of its control
- 19) Blackburne House cannot accept responsibility for sudden failure of equipment, but will take reasonable action to rectify such failure upon notification
- 20) The Blackburne House name, logo and telephone number cannot be used in any advertising or publicity without prior knowledge and consent from the commercial manager
- 21) Prices quoted are excluding VAT and are subject to alterations
- 22) This contract is subject to and shall be construed in accordance with the laws of England and all parties hereby submit to the exclusive jurisdiction of the English Courts.

Telephone: 0151 708 3933

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