

THE URMSTON MASONIC HALL LTD
15, WESTBOURNE ROAD, URMSTON, MANCHESTER, M41-0XQ.

BOOKING FORM.

PLEASE RETURN TOP HALF TO: -

Date.....

Mr. Neil Stackhouse.
The Urmston Masonic Hall Ltd.
15, Westbourne Road, Urmston.
Manchester. M41-0XQ
Tele; 0161 748 6533

I/We.....

Address..... Tele.....

Type of Function.....

Date & Day of function Time from..... to.....

A Booking Fee of **£100.00** is required on application. (Non-refundable or Transferable) A Provisional Booking will only held for 14days.

A Post Dated Cheque for a Security Deposit of **£100.00** is required (Non-refundable in the event of a cancellation, or if there is any damage caused to the Buildings and or its fixtures & fittings).

The Urmston Masonic Hall Ltd requires an additional fee for Civil Marriage Ceremonies of **£150.00 / £200.00** respectively for either the Temple Suite or the Westbourne Suite. (Non-refundable or Transferable)

I /We hereby make an application for Hire of the Masonic Hall Function Rooms. I have read, and agree to abide by, and to conform to all "The Urmston Masonic Hall Ltd" Conditions of Hire hereon.

Signature of Client..... Date.....

***(Please make Cheques payable to "The Urmston Masonic Club")**

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The Urmston Masonic Hall.
Condition of Hire.

Any booking deposit received denotes acceptance of these our Terms and Conditions of business.

1. INTERPERTATION.

1.1 In these conditions.

TUMH	means	The Urmston Masonic Hall
Westbourne Suite	means	The Westbourne Suite of The Urmston Masonic Hall
Temple Suite	means	The Temple Suite of The Urmston Masonic Hall
Client.	means	The person, firm or company who accepts the quotation from TUMH for the booking of the Westbourne Suite or Temple Suite or any part thereof or whose booking the Westbourne Suite or Temple Suite is accepted by TUMH
Services	means	the services or goods which TUMH is to supply in accordance with these conditions.
Function	means	the event in Westbourne Suite or Temple Suite for which TUMH is to supply services in accordance with these Conditions.
Conditions	means	The standard terms and conditions of sale set out in this document and (unless the context otherwise requires) includes any special terms and conditions agreed in writing between TUMH and the client.
Number	means	Number of persons attending the Function.
Writing	means	Written, Printed, Typewritten, Lithographed or visibly expressed in any other mode of Representing or reproducing words.

1.2 Any reference in these Conditions to any provisions of a statute shall be construed with any written as amended and reacted on extended at the relevant time.

1.3 The headings in these Conditions are for convenience only and shall not affect their interpretation.

2. BASIS OF THE SALE.

2.1 TUMH shall sell and the client shall purchase the Services in accordance with any written quotation of TUMH which is accepted by the Client or any written order or deposit payment of the Client which is accepted by TUMH, subject in either case to the Conditions which will now govern the Contract of the exclusion of any other terms and conditions subject to which any such quotation is accepted or purported to be accepted or any such order is made or purported to be made by the Client.

2.2 No variation to these Conditions shall be binding unless agreed in writing between the client and the authorised representatives of TUMH.

2.3 TUMH employees or agents are not authorised to make any representations concerning the services unless confirmed by TUMH in writing.

2.4 In entering into the contract the Client acknowledges that it does not rely on and waives any claim for breach of any such representations which are not so confirmed.

2.5 Any typographical, clerical or other error or omission in any sales literature quotation price list acceptance of offer invoice or other documents or information issued by TUMH shall be subject correction without any liability on the part of TUMH.

3. **BOOKING OF WESTBOURNE SUITE AND TEMPLE ROOM**

- 3.1 No order submitted by the Client shall be deemed to be accepted by TUMH unless and until confirmed in writing to TUMH and a non re-fundable or transferable booking fee of £100.00 paid and accepted. A Provisional Booking will only be held for 14 days
- 3.2 TUMH fees for the hire of the Temple Suite or Westbourne Suite for Civil Wedding Ceremonies are £150.00/£200.00 respectively (non-refundable or transferable)
- 3.3 The Client shall be responsible for notifying TUMH not less than seven days prior to the date of the function the number of persons who will be attending the same and of the catering required subsequent significant alterations to this number must be notified to TUMH immediately and in any event the final number of persons must be notified to TUMH not less than seven days prior to the date of the function. The price of service will be calculated on such final numbers or on the numbers actually attending the function whichever is the greater.
- 3.4 If a contract is accepted by TUMH on the basis that a minimum/maximum number of persons will be attending the Function the price of the Services will be calculated on such a minimum number of persons or on the number of persons actually attending the Function whichever is the greater. If more numbers attend than are declared. TUMH reserve the right to close down the Function of safety reasons.
- 3.5 A Client shall be entitled to cancel a Contract by giving not less than 28 days notice in writing prior to the date of the Function. Any deposits paid up to that time are not refundable. If less than 28 days notice in writing is given and TUMH is unable to replace the Contract then the Client will be liable for any loss suffered by TUMH as a result of such a cancellation. Nonetheless, deposit is non-refundable unless the Function is cancelled by TUMH. In which case all deposits will be refundable.
- 3.6 TUMH reserve the right to cancel a Function any time by giving not less than 28 days notice in writing prior to the date of the Function. Any deposits paid up to that time will be fully refundable
- 3.7 The standard times at which Evening only Function are to begin and end shall be 7.00pm until 11.30pm. Music can be played by the DJ until 11.00pm. No variation in such times shall be possible unless confirmed in writing by TUMH.
- 3.8 The sale of non alcoholic / alcoholic drinks will cease at 11.00pm. No variation in such times shall be possible unless confirmed in writing by the TUMH. A fee of £15.00 per hour will be incurred for late night bar extensions for a limited period up to 01.00am.
- 3.9 All services of any description will be provided by TUMH.

4. **LICENSING**

- 4.1 The Client shall observe the provisions of the Licensing Act 2003 (as amended)
- 4.2 The Client and his/her guests shall not bring any intoxicating liquor into the Function suite without prior written consent of TUMH.
- 4.3 The Function shall not be used to cinematograph exhibitions, public music, boxing, wrestling or stage play for which a statutory license is required unless such a license has been granted and with the prior written approval of TUMH and in that eventually the Client shall strictly obey and observe all the requirements laid down in the licence.

5. **PRICE OF SERVICES**

- 5.1 The price of Service shall be TUMH currently quoted price list or written quotation. However, where no price has been quoted in writing (or a quoted price is no longer valid) the price list in TUMH's published price list current at the date of the Function is applicable. All prices are valid for 30 days only or until earlier acceptance by the Client after which time they may be altered by TUMH without giving notice to the Client.
- 5.2 TUMH reserve the right to give notice to the Client at any time before the holding of the Function to increase the price of Services to reflect any increase in the cost to TUMH which is due to any factor beyond the control of TUMH.
- 5.3 The price is inclusive of any applicable Value Added Tax.

6. **TERMS OF PAYMENT**

- 6.1 Save hereinafter mentioned the Client shall pay the invoice of the Services seven days prior to the Function.
- 6.2 Receipts for payment will be issued only upon request. Any variation of the Terms of payment must be confirmed in writing by TUMH.
- 6.3 Any invoice issued shall be paid within ten days of the date of the function TUMH reserve the right to invoice the Client for the price of services at any time before the date of the function, and if the Client fail to make payment not less than seven days prior to the date of the function then TUMH shall be entitled to cancel the function.
- 6.4 The time of payment of the price of services shall be of the essence of the contract. Without prejudice to any other rights of TUMH
- 6.5 If the Client fails to pay the invoice price by the due date TUMH reserve the right to cancel the function or the Client shall pay interest on any overdue amount from the date on which payment was due to that on which it is made (whether before or after agreement) on a daily basis at the rate of 4% per annum above the base rate from the time to time quoted by Barclay's Bank plc and reimburse to TUMH all costs and expenses (including legal costs) incurred in the collection of any overdue amount

7. **ELECTRICAL SYSTEM**

- 7.1 No alteration or addition to or interference with TUMH's electrical system shall be permitted.
- 7.2 No externally-sourced DJ's will be allowed to interfere with the normal electrical supply without sight of a current Electrical Inspection Certificate
- 7.3 Normal electrical supply is available from the general purpose ring main 13amp sockets outlets. If the client requires any additional supplies then he /she shall give to TUMH not less then one week written notice prior to the date of the Function of his/her requirements and pay TUMH's additional fee thereafter.
- 7.4 All electrical equipment brought on to TUMH premises shall have a current Certificate of PAT testing.

8. **GENERAL**

- 8.1 TUMH shall have the liability to the Client (other than liability for death or personal injury resulting from TUMH negligence) for any loss or damage of any nature arising from any breach of any expression implied warranty or condition of the Contract or any negligence breach of statutory or other duty on the part of TUMH its employees or agents or in any other way out of or in connection with the performance of purported performance of or failure to perform the Contract except in accordance with this condition.
- 8.2 The Client shall be responsible for any loss or damage expense or other liability caused to TUMH by the Client's guests or employees and shall pay to TUMH forthwith on demand the amount required to remedy or make good any such loss or damage expense or other liability.
- 8.3 The contract between TUMH and the Client as principals and shall not be assignable in whole or part by the Client without the express written consent of TUMH.
- 8.4 TUMH reserves to itself its officials and employees and all other authorised by it right to enter at all times the part or parts of the Westbourne Suite and Temple Suite in which the Function to be held.
- 8.5 Any other notice given under these Conditions shall be in writing sent by facsimile transmission or forwarded by first class prepaid letter post to the receiving party at its principal place of business or such other address as may at the relevant time have been notified to the party giving notice and shall be deemed to have been given on the date of the facsimile transmission or on the day following that on which the notice was posted.
- 8.6 If any provision of these Conditions is held by any competent authority to be invalid or unenforceable in whole or part the validity of the other provisions of these Conditions and the remainder of the provision in question shall not be affected thereby.

9. **GENERAL & FURTHER EXPLANATIONS**

- 9.1 Any complaint must be lodged with the TUMH representative at the time of occurrence and in writing to the TUMH within seven days of the Function. NO complaint will be accepted any later.
- 9.2 No food must be brought into the Function room for consumption on the premises (other than Wedding, Christening or Birthday cakes)
- 9.3 No spirits, wines or any other intoxicants must be brought onto the premises at anytime for consumption thereon (Raffle Prizes are permitted but must NOT be consumed on the premises or they will incur our standard corkage fee or confiscation.
- 9.4 All menus must be confirmed at least 14 days before the Function. The final numbers to be catered must be confirmed seven days prior to the Function (this is the numbers that will be charged regardless of attendance) together with a table plan or seating arrangements.
- 9.5 The Client will be responsible at all times for keeping good order and well running of the Function.
- 9.6 Parents/Guardians with children must keep them supervised at all times while on TUMH premises.
- 9.7 Persons using the car park do so at their own risk TUMH and their agents accept no responsibility for any vehicle or their contents. Your attention is drawn to the disclaimer notices in the car park and in the main entrance foyer.
- 9.8 The stated number of persons attending a function can not be increased once the final numbers have been declared, without reference to the caterer
- 9.9 Bar staff are engaged on the basis of numbers declared. TUMH reserve the right to close down the function if more than declared numbers attend the function.