



# Terms and conditions of all events held at the Ommaroo Hotel

**The 'client'** refers to the person contracting the hotel to provide a venue and catering for an event. The client is responsible for paying all invoices pertaining to the event and agrees to the terms and conditions below by signing this document accordingly.

**The 'hotel'** refers to the Ommaroo Hotel, Havre des Pas, St Helier, JE2 UL, hired by the client to provide a venue, food and drink (catering services) for an event onsite.

1. The Hotel reserves the right to require payment of a deposit and/or full payment at any time prior to holding the event. All deposits and subsequent payments are non-refundable.
2. The Hotel reserves the right to change, with prior notice, the venue of the event within the Hotel, if circumstances beyond its control determine this. No space hired, or any part thereof, shall be sublet by the customers to any third party without prior consent of the Hotel.
3. All rates, charges and dates by which these must be paid must be agreed prior to paying deposit and signing terms and conditions, after which point rates are non-negotiable. All rates include 5% GST.
4. All cancellations must be made in writing otherwise 100% charge will be made for the total revenue lost. In the event of cancellation of any confirmed booking or non-arrival by the Client, the Client shall pay to the Hotel a cancellation or non-arrival fee. The following cancellation charges will apply:

<i>120 - 60 days before the event date:</i>	<i>Full deposit forfeited</i>
<i>31-60 days before the event date:</i>	<i>50% of anticipated revenue</i>
<i>15-30 days before the event date:</i>	<i>80% of anticipated revenue</i>
<i>0-14 days before the event date:</i>	<i>100% of anticipated revenue</i>
5. The Hotel reserves the right to cancel any booking forthwith, without any liability on its part in the event of damage or destruction to the Hotel by fire or any other causes, any shortages of labour or food suppliers, strikes, walkouts or industrial unrest or any other cause beyond the control of the Hotel, which shall prevent it from performing its obligations in connection with any booking.
6. The Hotel reserves the right to set a limit on the minimum number of guests to be charged per event. The Client shall notify the Hotel in writing not less than seven clear days prior to an event of the final numbers attending. If a Client's booking is accepted by the Hotel on the basis that a minimum number will attend the event, the amount payable shall be calculated on such minimum numbers or the numbers attending, whichever is the greater.
7. The hotel can be hired for an event, on the basis that the hotel will provide the venue and all catering, which is to include all food and drink. The Hotel reserves the right to decline an event booking, where both food and drink packages are not required as part of the event.
8. The Client shall be responsible for any damage caused to the Hotel or the furnishings, utensils, and equipment therein by the wilful act or default of the Client or guests of the Client and shall pay to the Hotel on demand the amount required to make good or remedy such damage. The Hotel cannot accept responsibility for the property of customers or guests left in the Hotel.

9. Any known guest food allergies must be advised seven days prior to the event.
10. The Client shall be responsible for the orderly and safe conduct of the event/stay and shall have regard to any regulations imposed by any competent authority and shall ensure that nothing shall be done which will constitute a breach of the law or anyway cause a nuisance or possible forfeiture of the Licenses for the sale of wine, beer, spirits or for music and dancing or other permissions attaching to the Hired Premises. In particular, the Client shall ensure that there is no illegal betting or gaming. The Client shall fully indemnify the Company against any claims or loss or damage arising because of a breach of this clause.
11. The Client shall not store or place in the Hotel or its grounds any inflammable, combustible or objectionable substances or liquids including Chinese lanterns, candles (battery permitted) or fireworks.
12. The affixing of signs, displays, posters or any other décor to walls may only be carried out with the consent of the Hotel and must be removed immediately after the event, making good any markings.
13. Clients seeking to use any third-party vendors or suppliers (such as DJ's, live entertainment, bouncy castles) must gain express written permission to do so and will be responsible for providing insurance certificates for each of these suppliers, before permission will be granted by the Hotel. Clients booking a corporate hospitality or team building event must ensure that the Company organising the event have adequate liability insurance with Health and Safety procedures plus documentation required by Law.
14. The Ommaroo Hotel reserves the right to refuse the use of its name in any form of advertising or publicity.
15. No food (including cakes of any kind), drinks or alcohol may be brought into the hotel to be consumed unless you have had prior written permission. If written permission is given, corkage will be charged at £10 per bottle of wine, £20 per bottle of champagne.
16. All events must terminate by the agreed time, in line with the Hotel's licensing requirements, by law. Any DJ or live entertainment must stop at 22:30, after which background music will be permitted until 23:30. No drinks orders will be permitted after 23:30 and all guests must leave the event by midnight. Any exceptions to these timings must be agreed, in writing, at the time of booking the event.
17. The Hotel's preferred method of payment is debit or credit card (American Express not accepted) and kindly ask that the Client advise their guests of this cashless policy, ahead of their event.

These terms and conditions are non-negotiable, always, with this standing as a legal binding document for:

**Event Name and Date:** \_\_\_\_\_

**Signed on behalf of the Hotel:** \_\_\_\_\_

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Signed on behalf of the Client:** \_\_\_\_\_

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_