



Home Farm Equestrian Centre
Home Farm
Brockhampton
Nr Swindon Village
Cheltenham
Glos
GL51 9RS

GENERAL TERMS AND CONDITIONS FOR HIRE & PAYMENT OF ACCOMMODATION ROOMS

Thank you for your enquiry.

Please note that for **all bookings** we ask for a deposit. This is a **returnable deposit to confirm** your booking and is to be paid **in addition** to the hire rate. The payment of a deposit will confirm a booking and the deposit held in our bank account (cheques will be cashed). For bookings on Friday, Saturday or Sunday or any day over six hours **the deposit is £100 + VAT**. The deposit will be returned to you after the event (within 10 – 14 day's) provided we do not incur any untoward charges due to your hire, such as damage, breakages, graffiti, spillages, or you contravene the conditions of hire, or if it is left in an excessively dirty state. Should the deposit not be considered sufficient to cover the damage then the hirer accepts liability to pay the reasonable costs for reinstatement to the matching condition, prior to hire.

All hirers are expected to return any furniture used to where they found it and to dust pan and sweep the carpets and vinyl floors.

For all other hourly bookings (excluding regular users) the **deposit is £30 + VAT** (ideally cash to be returned after inspection of the premises on the day) and if paid by cheque it will be held by and returned, or destroyed as you wish, after the hire provided we do not incur any untoward charges due to your hire, as also referenced above. Please remember this is a high standard building and hirers are expected to leave the rooms in the clean and tidy state they found it.

Any booking made **less than six weeks** before the event must be paid in full when booking, including the deposit, and hire rates. Any over hire period to be paid on the day before leaving, otherwise the deposit will be used to fund the shortfall.

We no longer accept card payments. However, BACS transfer is acceptable with credit to our account by the agreed time.

Payment to be made by cash or cheque, made payable to Home farm equestrian Centre or HFEC. A receipt will be provided for collection or issue on the day of hire to the hirer.

The details of your requirements will need to be specifically agreed with us, prior to any confirmation of booking. The sale of alcohol will only be permitted if a licensed bar operator and supplier is hired by the hirer, and all compliance checks are carried out and as necessary agreed

with the Local Authority.

The building owner currently holds a Personal Licence and in accordance with the Licensing Act 2003, any qualifying organised event can be arranged via a Temporary Event Notice Application being submitted to Tewkesbury Borough Council. Further details can be provided on enquiry.

Any agreed specific conditions relevant to the event booking between the hirer and HFEC will be recorded separate to the General Conditions for Hire.

Unless otherwise agreed, the building must be cleaned and vacated by Midnight, so the building owner can lock and secure the building.

Access to the kitchen and use of the tables and chairs is included in the rent, along with the cutlery etc. provided.

The hirer and all their associated guests attending the event must only stay within the two storey accommodation end of the building and the car park, Picnic area unless otherwise agreed at the time of hire.

There must be NO SMOKING in the building and a designated smoking area outside the front entrance has been provided.

Children must be accompanied by an adult where practical, during the hire period.

The fire evacuation procedure must be demonstrated before any use of the building.

By signing and completing the below details, the hirer accepts the above General Terms and Conditions for room hire, and will act in a responsible manner while on our premises and in the building and ensure all reasonable measures are taken to ensure their guests act in a similar manner:

Name of Hirer:(Capital letters and Signature)

Hirer's Address: _____

Contact Phone Number: _____

Date: _____

Supplementary Conditions (TBA with owner) _____