

Venue Booking Form



EVENT DETAILS AND CONTACT INFORMATION

Name of Company or Organisation:	Name of Organiser:
Address:	
Post Code:	Telephone Number:
Email Address:	

Event Title:	Date of Event:
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Number of Days Hire:	Start Time:
Full Day - up to 8 Hours £100 <input type="text"/>	AM:
Half Day - up to 4 Hours £50 <input type="text"/>	AM: PM:
Evening - up to 2 Hours £25 <input type="text"/>	PM:

EVENT REQUIREMENTS

Room Layout	Number Guests Arriving	Equipment - Price per Event
Max No of Guests per layout		
Theatre Style x 35	<input type="text"/>	Projector Screen & Audio £10 <input type="text"/>
Boardroom Style x 20	<input type="text"/>	Flipchart & Paper £5 <input type="text"/>
Cabaret Style x 20	<input type="text"/>	High Speed Wi-Fi Connection Free <input type="text"/>
Circle of Chairs x 16	<input type="text"/>	
Dance or Yoga x 16	<input type="text"/>	

REFRESHMENTS

	Please Tick	Timings of Breaks
Price per head		
Tea & Coffee - £2	<input type="checkbox"/>	Morning Break: <input type="text"/>
Tea & Coffee with Biscuits - £3	<input type="checkbox"/>	Lunch Break: <input type="text"/>
Fruit Bowl - £1	<input type="checkbox"/>	Afternoon Break: <input type="text"/>
Price per Bottle		
Large Still Bottled Water - £2.50	<input type="checkbox"/>	
Large Sparkling Bottled Water - £2.50	<input type="checkbox"/>	

ACCOMMODATION

A range of single, double or family accommodation available, prices on website. Please contact us directly for the best deals and reservation options

Telephone: 01373 453585 **Email:** reception@lighthouse-uk.com

CATERING OPTIONS

Freshly Cooked Lunch Options available, please contact Susan Green at Café Nouveau for menu & prices

Telephone: 01373 465807 **Email:** susan@cafe-nouveau.co.uk

Venue Hire Guidelines



HIRE INFORMATION

- Arrival Time** On the start date of your event, your event delegates are welcome to come and make use of the Lighthouse facilities. The venue will be prepared for you to access 2 hours before the event unless agreed otherwise.
- Event Information** Confirmed details of numbers, layout and equipment hire are required at least 2 days prior to the event. If we do not receive the information in time, we may not be able to meet your requirements.
- Catering** If you wish to arrange catering for your event, we need a minimum notice period of 7 days prior to your event. Please contact Susan Green directly on 01373 465807 or email susan@cafe-nouveau.co.uk to confirm menu and costs.
- Alcohol Free Zone policy** Please note that The Lighthouse is an Alcohol Free Zone. We kindly request that no alcohol or recreational drugs are brought onto the premises at any time.
- Car Parking** Parking for event organisers and participants is in the Lighthouse central courtyard. If there is insufficient space, any extra cars can be parked in the gravel car park near the main entrance.

CHECKLIST FOR EVENT ORGANISERS

- Booking Form** Complete Event Booking Form, sign Terms & Conditions, pay 10% deposit on booking.
- 1 Day Events** Remaining amount to be settled on arrival
- Events of 2 Days or more** Please pay 50% payment of due amount 1 week prior to event date and confirm numbers for catering and room layout.

For any last minute changes or travel/arrival issues, please contact The Lighthouse Reception telephone 01373 453585 or email reception@lighthouse-uk.com

**Thank you very much for making a booking with us.
We look forward to welcoming you and your group to the Lighthouse.**

Terms and Conditions



AGREEMENT TERMS

Thank you for choosing to hold your event at the Lighthouse. By making this booking you are entering into a contract with us. Please read our Terms & Conditions below, sign and return to us once your booking has been confirmed. We look forward to welcoming you and your group to The Lighthouse.

Price The price of the venue hire includes event set up (including use of tables and chairs), electricity, cleaning, use of WC facilities, hot water, and central heating.

Payment terms/Cancellation Policy A deposit of 10% is required at the time of booking. An invoice for the outstanding amount will be sent 1 week before the event, to be paid on arrival at Reception if not before. We require a minimum of 1 month's notice of any cancellation. Failure to inform us may make you liable for the full amount. Deposits are non-refundable.

Change of Contract Please notify us of any changes to the event booking, e.g. number of participants, at least 1 week prior to the event. Payment for the contractually agreed amount must otherwise be paid in full.

Non-Availability If our facilities are unavailable for reasons beyond our control, we will attempt to offer you an alternative venue or date, giving as much notice as possible. All monies will be refunded if your requirements cannot be accommodated. Our liability does not extend beyond this refund.

Liability We do not accept liability for any damage, loss or injury to you or any member of your party or any vehicles or possessions unless proven to be caused by a negligent act by ourselves, our employees or contractors whilst acting in the course of employment.

Damages and Breakages You are liable for any breakages or damage you or members of your group may incur to the property and its contents. Please take care and report any incidents if they occur. Minor accidents will not incur a charge, however we will invoice you for any significant damage. If an incident is not reported, an additional charge of £50 will be levied.

Non exclusive use It is not possible to have exclusive use of the Lighthouse, as the Cafe and Swimming Pool next door have customers visiting every day. Please be aware that there may be families with young children present at any time, keeping noise levels and behaviour respectful of everyone on site.

Privacy Policy Any data collected during the course of the booking will be stored on our fully compliant GDPR computer system. With your permission we may contact you about promotions and offers, however we will not ever share your details with any third party.

Signature

Print Name

Please tick if you would like to receive information about special promotions and offers