

## The Mounts Booking Conditions

The Mount will confirm your booking and receipt of your £250 deposit in writing within 14 days.

To hire the entire top floor of The Mount is £200.00 and to hire the Rivington Suite for a Civil Ceremony or Partnership is £100.00 extra.

The Menu and an indication of numbers should be notified to The Mount no later than 6 weeks prior to your function.

The table plan and place cards should be forwarded to The Mount 2 weeks before your function.

The Final number of guests should be confirmed to The Mount 4 weeks before your function.

If, unfortunately, you have to cancel your function please note that all deposits are non refundable.

We have the right to cancel any Event without obligation in the unlikely event of fire, disputes with employees, alterations or decorations which are not finished on time, or by the order of public authority.

The Mount is not responsible for any damage or loss to your belongings prior, during your function or after it's over. We can't be held responsible for the security of your property. Due to Fire Regulations none of the function rooms can nor will be locked.

It is agreed that any food, drinks or services not mentioned in this contract be asked for, the bill will be settled before departing.

Any damages WILL be paid for before departing at the end of the night.

Fire Precautions. In the unlikely event of fire the guest will use the exits to which they are close to or directed to.

Any mechanical or electrical equipment brought by you or at your request must receive The Mounts consent before they can be brought in and they must comply with all current relevant regulations. In the unlikely event of damage or problems you will be liable to cover ALL costs.

The Mount operates a minimum and maximum number on all functions rooms – please ask for details.

At least 85% of guest MUST be catered for.

All prices are inclusive of VAT @ 17.5% and are subject to change and alter should the rate change.

### General

The Mount reserves the right to approve any externally arranged entertainment, services or activities that you have arranged and can't accept liability for any resultant cost.

Should any of your guests behave in a poor and/or unacceptable manner to the Mount. We will Terminate your event and no monies will be refunded back to you. The Managers decision in Final.

The costs of repairing any damages caused to The Mount, Contents or Grounds by your guests must be reimbursed to The Mount by YOURSELF.

NO wine, beverages or foods brought into The Mount maybe consumed.

The Mount can't be held responsible or liable for any failure to provide or delay in providing facilities,

services, food and beverages as result of events or matters outside its control.

The Mount must comply with all Licensing and statutory regulations and requires the client to for fill their obligations in this respect.

No persons under the age of 18 will be allowed to drink alcohol, all will be asked for ID.

The function bar will close at Midnight; you're also required to stop your entertainment at the same time.

Please be advised that the main doors close at 12.30am so arrange your transport home before this time.

Due to hygiene regulations (Food Safety) any buffet items not consumed within 90 minutes of serving will be disposed of.

### Confirmation by the Client

All booking are considered provisional until the contract has been signed by both parties and a deposit has been received. Once the Contract has been signed and the deposit received, all such provisions reserved on your behalf will be subject to the terms and conditions of the contract.

### Payment by the client

All payment must be received by The Mount 1 month prior to your event.

### Cancellation by the client

In the event of cancellation, there will be no charge (other than the deposit) providing the event is cancelled at least 180 days before the event.

Cancellations made after this time will be subject to following charges.

3 – 6 Months            50% of the expected value  
< 3 Months            90% of the expected value

NB. These charges are based on the figures at the time of booking.

### Amendments or Cancellation by The Mount

The Mount reserves the right to make amendments to menu's and prices due to issues beyond our control.

The Mount may Cancel the booking if the booking might in the Managers opinion jeopardise the reputation of The Mount.

I hereby agree to these terms and conditions.

The Management.....

Print Name.....

Date.....

Client.....

Print Name.....

Date.....