



Corporate Booking

Terms and conditions

1. Making your booking

- a. A provisional booking will be held for you for a maximum of 14 days. If you do not confirm your booking within the 14 days, your booking will be removed.
- b. If you want to proceed with your booking a booking contract will be sent to you. Once we have received the signed contract back, your booking will be confirmed.
- c. Please note that once you have signed and returned the booking form, a contract exists between you and us.

2. Your corporate hire will include the following options

- a. Your chosen room for your meeting.
- b. Please note rooms have maximum capacities and so number of attendees will need to be disclosed at time of booking to ensure a suitable room is booked. Final numbers on date of booking must not exceed room capacity.
- c. All catering must be pre-ordered through our sole caterers, Hardings.
- d. Self-catering is not permitted.
- e. Corkage is not permitted.
- f. Our venues are fully licensed and we can provide a staffed cash bar upon request from 11am if hiring The Sussex Barn or The Pavilion Barn.
- g. Tea & Coffees can be pre-ordered from Field Place Manor House & Barns costing £1.60pp. biscuits can also be pre-ordered costing 55p per person (2 biscuits per pack).

3. Price

- a. The price of your venue hire will be set out in your contract with Field Place Manor House & Barns for use of each of the rooms and the location for your booking.
- b. An invoice will be sent to you following your booking within 30 days.

4. Food & Beverage

- a. Hardings menus will be sent across to you, regarding corporate catering. Food & Beverage orders can be sent to enquiries@fieldpace.co.uk which will then be passed on to Hardings.
- b. Food & Beverage orders must be requested at least 7 days prior to booking.

5. Your responsibilities

- a. Your hire of Field Place Manor House & Barns is for the use of your contracted booking, and not for any other kind of event here.
- b. No person who is not a party to our contract with you shall have any rights under or in connection with the contract.
- c. Sub-letting of Field Place Manor House & Barns is prohibited and will result in the cancellation of your booking.
- d. You must comply with, and use your reasonable endeavours, to ensure that your attendees comply with all reasonable instructions from South Downs Leisure intended to ensure the safety of the venue and your attendees.
- e. Any damage caused to the venue, its equipment, contents or fittings will be invoiced to you, the client, within 7 days of your booking. If the damage has a detrimental effect on any subsequent bookings and causes loss of business this will be included in the invoice raised.
- f. We reserve the right to stop any activity which we reasonably believe is likely to cause damage to the interior or exterior of the venue or to risk the safety of people at the venue.
- g. Abusive behaviour towards other attendees or member of staff will not be tolerated.

6 Cancellations of the confirmed booking by you

- a. In the event that you must cancel or postpone your confirmed booking with us, we request this be done initially verbally and confirmed in writing within 14 calendar days of your booking.
- b. Cancelling within 14 days of your booking will incur a cancellation charge of total hire cost. Any booking cancelled prior to the 14 days will incur no charge.

7 Events outside our control

- a. We shall not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under our contract with you that is caused by events outside our reasonable control (such as serious damage to our venue, serious adverse weather conditions, a pandemic or epidemic, or interruption or failure of utility services such as electric power, gas or water). In these circumstances, we shall use every effort to notify you as soon as reasonably practicable.
- b. If, as a result of such events, we believe we have no alternative but to cancel your booking, we will help find you an alternative venue of similar standard for a similar price but our sole liability to you shall be to refund you any money you have paid towards your booking.

8 Limitation of our liability to you

- a. Our total liability to you for any loss you suffer will be limited to the total amount of money payable to us for your booking. We will not be liable for any losses which were not reasonably foreseeable to both you and us when the contract was entered into, or for any losses that were not caused by any breach of contract or breach of statutory duty or negligence on our part.
- b. Nothing in these terms excludes or limits in any way our liability for death or personal injury caused by negligence, or for fraud or fraudulent misrepresentation, or for any other matter for which it would be illegal or unlawful for us to exclude or limit (or attempt to exclude or limit) our liability.

9 General

- a. We regret that, other than guide dogs, hearing dogs and other assistance dogs, no pets or other animals are allowed into the venue or surrounding areas within Field Place Manor House & Barns.
- b. We regret that the venues at South Downs Leisure Enterprises do not accept responsibility for any losses of damage to vehicles or other property whatsoever caused while within the Estate.
- c. The terms of the contract shall be governed by English Law and shall be subject to the non-exclusive jurisdiction of the English courts.
- d. The use of blue tac, sticky tape, masking tape on venue walls is prohibited.

10 General Data Protection Regulations (GDPR)

- a. Data collected includes email address, telephone number & business address. This data is collected for use in the formation of your booking contract. At no point is your data shared with any third parties. Data collected will be stored for 7 years after the date of your booking. If you require your data to be removed from our system prior to, or at any point during that period, we will be more than happy to do so.

I, the client, hereby agree to the terms and conditions of use at Field Place Manor House & Barns, part of South Downs Leisure.

Date of Event Room Booked.....

Times of Hire

Client's Signatures

Client One:

Date Signed:

Name Signature