

## **Terms & Conditions for Exclusive Sunday Gold Package**

**Please read these conditions carefully. At the time of booking you will be sent a copy of these terms and asked to sign and confirm agreement to them. Acceptance of your booking binds you to these conditions.**

### **Acceptance of Bookings**

1. A booking can only be accepted on receipt of a non-refundable deposit of £500 and a signed copy of these terms and conditions.
2. The balance is due in full 90 days before the event takes place.
3. If the balance is not received by the time of the event, access will not be granted.
4. **A £250.00 damage deposit will be payable 2 weeks before your function date and returned to you within 2 weeks after your hire. Your refund will be dependent on you adhering to the conditions of hire and leaving the building and contents undamaged and in a clean state.**
5. The Hirer, or a responsible person whose name and address have been notified to Langtons House before the date of the hiring, must be in attendance at the premises throughout the hire period.
6. The Hirer, who must be over 21 years of age, will be required to pay the full hire charge of the invoice and must be in attendance at the premises throughout the hire period.

### **What is included in the package?**

1. Exclusive use of Langtons House, no other weddings on that day.
2. Two registrars to attend the marriage ceremony at 2pm, this can be changed please discuss with registrar.
3. Access to the hall and kitchen is from 11am until 12 Midnight. Please note music must be switched off and the bar closed half hour before the finishing time.
4. Langtons Ceremony Room the East Room, West Room or The Orangery holding up to 50 people. The Orangery is our outside ceremony room and is available between May to October, weather permitting.
5. Langtons Hall you can choose from 80 chairs, 8 round tables, 13 large trestle tables, 3 small trestle tables. You have use of the kitchen, servery and bar area. Maximum amount of people in the evening is 100 people, maximum amount to sit down 80 people.
6. Langtons Parkes Suite, to be used as a dressing room is available from 11am until 7pm.
7. Red Carpet tunnel entrance

## **Damage:**

1. The Hirer must leave the area hired in a clean and tidy state. If this condition is not complied with, and extra cleaning time is required, the Hirer must pay the additional charge.
2. No items likely to cause damage to the floor in any of the areas hired e.g., bottle cases, barrels etc., shall be brought into, or allowed to remain without necessary precautions being taken by the Hirer or the licensee to safeguard Council property.
3. No bolts, nails, tacks or screws or sticky tape etc. shall be driven into or stuck to, any part of the area hired, nor shall any placards or advertising bills be displayed inside or on the exterior of the building, except on notice boards provided by the Council for that purpose.
4. The Hirer is responsible for any loss or damage to the area hired, as noted on the discharge form,
5. In the event that damage to the area (including all items of furniture and fixtures and fittings) hired has occurred, the Hirer will be invoiced and full payment to cover the cost of the damage will be required within 14 days of the date of the invoice.

## **Health & Safety**

1. The Hirer shall ensure that the maximum numbers permitted for the function are not exceeded. The maximum number permitted being 50 people as part of the Silver Package and a maximum of 100 (up to 50 additional guests in the evening. If an authorised officer of the Council believes this condition is not being complied with, they may require the premises to be vacated.
2. Fire or appliances with naked flames are not permitted in or on any property subject to the Hire Agreement without the prior written consent of the Council. The Hirer will comply with all conditions attached to such consent.
3. No stage fittings or decorations are permitted without having been approved by the Council. No cotton or wool, or any highly flammable materials shall, on any account be used for decorative purposes within the premises.
4. No alterations or additions may be made to the lighting or power arrangements existing at the time of hire without the written consent of the Council. The Hirer will comply with all conditions attached to such consent.
5. All parts of the premises are non-smoking including the tunnel; if your guests wish to smoke they need to go out into the courtyard area where an ashtray is provided.
6. All fire exits within Langtons House are clearly marked. Please ensure you and your guests are aware of their location. In the event of an emergency situation

please vacate the House and immediately go to the Fire Assembly Point, located just outside of the main entrance of Langtons in the 'turning circle' car park. The fire assembly point is clearly marked.

7. The garden fire exit door is to remain closed from 18:30 and nobody should be in the garden area after 22:00.
8. It is the responsibility of the customer to:
  - a) Ensure that all safety notices on and at the venue are noted and complied with.
  - b) Ensure that children are properly supervised at all times especially on stairs within the house or in the garden and car park areas. The Foyer is not part of the hire and therefore children should not be allowed to run around in there, they should be supervised at all times.

### **Access**

1. The Hirer shall at all times permit full access to the Councils duly authorised officers to enter or inspect the hired premises. Police and Emergency Service Officers have the right of entry at all times
2. The Concierge or any other officer of the Council responsible for the Langtons House has the right to access the area hired at all times. They also have the authority to control the volume of sound caused by musical equipment on the hired premises.
3. The hirer shall only be allowed access to those areas of Langtons House which have been hired and paid for, prior to the event. Access to other areas within house will not be permitted.

### **Sale/Provision of Alcohol**

1. The sale or provision of alcohol on the hired premises is not permitted except with the prior consent of the Council. Where the sale or provision of alcohol is permitted, the Hirer will comply fully the Council's requirements and with licensing laws, including when required, the acquisition of an occasional licence.
2. An occasional licence is not required for the supply of excisable liquor, providing such liquor is given away free of charge. The use of tickets or vouchers for the purchase of drinks is not permitted. For more information, please call licensing on 01708 433816

### **Catering:**

1. Hirers may employ a caterer for their event. In this instance, it is recommended that they seek a copy of the caterers Public Liability Insurance Certificate for £2m plus a copy of the Institute of Environmental Health Officers' Basic Food Hygiene Certificate in the name of the proprietor or the person in charge; this is for your own security and wellbeing.

The hirer must ensure that the caterer uses the appliances in the kitchen safely and carefully – following the instructions which can be found within the kitchen. The Concierge/Hall Keeper also has a copy.

**Please Note: Langtons House does not allow any outdoor cooking e.g. BBQ's, hog roasts and outside ovens etc.**

2. If the hirer wishes to provide his or her own catering, and is NOT a professional caterer, we recommend they obtain their own Public Liability Insurance for £2m. We also insist that they attend a demo on the use of the kitchen equipment.
3. Caterers or other persons using the hired premises are not permitted to load crockery or other catering equipment onto vehicles after 11.00pm, unless special permission has previously been obtained from the Council.
4. Hirers are respectfully asked to be mindful when preparing or bringing in cuisine for their event of a strong smelling nature that the building is used for wedding and other ceremonies. For the comfort of all users, hirers are asked to ensure adequate ventilation; use of the extraction fan and use of air fresheners is encouraged.

### **Lost Property**

1. The Council does not accept any responsibility for any clothing; articles or any other property left by the Hirer, their guests, servants, agents or any member of the public, or any property during the period of hire and the Council shall not be required to provide a cloakroom attendant. Lost property shall be kept on site for one year only.
2. The Council will not be responsible for any loss to the Hirer due to the breakdown of machinery, failure of supply of gas, water or electricity, leakage of water or fire, except insofar as any such loss may be caused by any act of default of the Council, or any employee of the Council acting in the performance of this duties as such employee, or due to any government restrictions or Act of God which may cause the hired premises to be closed or the hiring to be interrupted or cancelled.
3. Langtons House cannot accept responsibility for the loss of gifts, cards and property when left in public areas or for cars parked in the car park

### **Licence Issues:**

1. All the conditions attached to the Premises Entertainment Licence (A copy of which is available for inspection at Langtons House, Billet Lane, Hornchurch, Essex, RM11 1XJ) shall be duly observed.

### **Public Liability Insurance**

1. Hirers must be aware that they are liable for any accident or injury that may arise due to their negligence for the duration of the hire period. This includes any third

party that they may hire in for their function i.e.: DJ, entertainer, caterer. Hirers are strongly advised to take out Public Liability Insurance of at least £5,000.000 for one event to cover loss of or damage to the property or injury (including death resulting from an injury) to any person. Equally, hirers are strongly advised to ensure that any third party (as above) also has Public Liability Insurance.

### **Miscellaneous:**

1. The Hirer shall make arrangements with the Council in respect of any other matter not provided for in these conditions at least seven days before the date of hiring.
2. Any items left in the house or hall are left at the owner's risk.
3. If the Hirer shall refuse or omit to comply with any of the foregoing conditions or wish any instructions conveyed to him by the Council or any officer or servant of the Council responsible for Langtons House on behalf of the Council, the Hirer and his servants may be excluded until they comply with the same, but without relieving them of their obligations under their contract with the Council.
4. The hirer is asked to report to the Langtons House reception upon arriving for his/her event.
5. The Hirer shall not sub-let or assign the hired premises or part thereof.
6. Langtons House is not to be used for the sale of goods or charging people on admission unless special permission is given prior to the hire.
7. Ample public parking can also be found nearby in the town centre, only a short walk from Langtons House

### **Important Note**

All persons entering Langtons House car park do so at their own risk and neither the London Borough of Havering nor any person acting on its behalf is in any way responsible for any loss, injury or damage sustained by them or for loss or damage to vehicles or contents left within the car park.

### **Cancellation by the Hirer**

1. Notice of cancellation should be made **in writing** to The Superintendent Registrar, Langtons House, Billet Lane, Hornchurch, RM11 1XJ.
2. If 90 days or less written notice must be given to the Superintendent Registrar, no monies will be refunded.
3. If more than 90 days written notice must be given to The Superintendent Registrar at Langtons House, all monies will be refunded less non-refundable deposit.