



Canford Magna, Wimborne, Dorset BH21 3AP

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Terms & Conditions of Hire

1. Hire Charges/Deposits are non-refundable. The room hire fee will only be refunded if we can re let the room, if for any reason the booking needs to be cancelled.
2. Commercial bookings, once confirmed, the hire charge is payable from 2 months prior to function.
3. Final confirmation of numbers is required 72 hours prior to functions; any reduction in numbers after this time will still be charged.
4. Final room layout must be confirmed no later than 48 hours prior to functions. In certain circumstances changes may be arranged at a minimum charge of staff costs.
5. **Where applicable**, full payment for catering is payable 1 weeks in advance of the function date.
6. The final beverage account less the deposit must be settled in full on the day of the function.
7. Interest may be added to the account if payment is not received within 21 days, at a cost of 2% above Nat west PLC prevailing base rate per week until payment is received.
8. Any costs incurred in the collection of payment, such as legal and/or professional expenses and court costs (this list is not exhaustive), will be added to the clients account.
9. All prices are inclusive of VAT at the current rate of 20%, prices are subject to variations with prior notice or plus VAT when stated.
10. From time-to-time menus may need to be altered due to seasonal restrictions. Management will endeavour to maintain current prices but reserve the right to pass on any increases which may be imposed by suppliers of the Government.
11. All prices are subject to change without notice 90 days prior to the date of the function, unless previously confirmed in writing.
12. The club accepts no responsibility for any person or their belongings on the club's premises.
13. We are more than happy for you to decorate the room for your event; however, we would insist you do not use cello tape or drawing pins.
14. The entertainment booked directly by the clients must have adequate public liability insurance at a limit of indemnity of no less than two million pounds.
15. Guests are reminded to leave the premises as quietly as possible to avoid any unnecessary disturbance to our neighbours; your co-operation would be greatly appreciated.
16. The club reserves the right to refuse admission if the accepted dress code of smart casual dress is not adhered to.
17. A 'No Smoking Policy' is maintained throughout the club.
18. Any damage incurred i.e. broken plates, cigarette burns etc. will be charged for.
19. Food (with the exception of a Celebratory Cake) and Alcoholic beverages should not be brought onto the premises; alcoholic raffle prizes are not to be consumed on the premises and will be confiscated if opened.

Members are entitled to a discount on facility hire. This is not to be used for commercial use e.g. selling of ticket events, workshops, craft/psychic fayres.