

Terms & Conditions – Venue Hire

1. Contract

Your contract is with us, The Green Estate Community Interest Company (registered company number 4801730) at Manor Oaks Farmhouse, 389 Manor Lane, Sheffield, S2 1UL (“**Green Estate CIC**”)

2. Terms and Conditions

In these Terms & Conditions the following words and expressions shall have the following meanings:

“ Venue ”	means the Discovery Centre, Manor Oaks House or open-air spaces at Sheffield Manor Lodge to be hired by you where it is agreed for your event to be held, as set out on the Booking Form
“ Booking Form ”	means the booking form signed by you containing the details of your venue hire booking application
“ Additional Services ”	means any refreshments, consumables, and/or any additional services or equipment that we agree to provide to you to support your venue hire as specified on your Booking Form
“ Working day ”	means a day other than a Saturday, Sunday or Bank Holiday in England when banks in London are open for business
“ You ”	means the person signing the booking form
“ Us ” or “ We ”	means Green Estate CIC

3. Making your booking

No date will be secured for your booking until we have received the following:

- Your completed and signed booking form
- Payment in full

If for any reason Green Estate CIC cannot accept your booking application, any payment you have paid to us will be returned to you in full.

Once the booking form and payment have been received, we will notify you in writing that your date has been secured for you and provide a receipt of your payment via email.

You are entitled to a 14-day cool-off period during which, if you change your mind about hiring our venue, you will be receive a full refund.

4. Payments

We will issue you with an invoice for your venue hire. Payments can be made by BACS, with cash or by most credit/debit cards.

Cash payments must be made in person.

5. Your Venue Hire

You will only use the venue for the purposes stated on your booking form and for the period of time specified on your booking form.

A £60 charge will be made for each additional hour your group stays in the venue after the time allocated and agreed within your booking form.

6. Price

The price for venue hire will be set out in an email quotation for you.

All prices are inclusive of VAT.

If we agree to provide other services or equipment to you these shall be charged in addition to the venue hire price in your original quotation.

7. Third Party Suppliers

If you engage any third party suppliers, including the Rhubarb Shed Café, in support of your event we accept no responsibility for their performance of services and any complaints must be taken up by you directly with them.

You are responsible for paying third party suppliers their charges directly.

You must not use any third party supplier of alcohol. All alcohol sales on site can only be through our Manor Oaks Venue licensed bar.

We reserve the right not to allow into the Venue any third-party suppliers who do not meet our Health & Safety requirements intended to protect property and people. Your suppliers should have adequate insurance to cover any damage caused to our site and/or buildings and public liability cover of a minimum of £5 million. If they are bringing any electrical equipment it must have a current Portable Appliance Test (PAT).

Small gazebos and marquees are permitted at Sheffield Manor Lodge Tudor grounds and Manor Oaks House. These structures must be weighted or secured with guy ropes that go no further than six inches into the ground. Structures that do not meet these conditions will be removed.

8. Your responsibilities

You must complete the booking form in its entirety.

You will be responsible for ensuring all dietary requirements are clearly communicated in writing to Rhubarb Shed or your supplier, along with requested food delivery times.

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You will inform us as soon as possible of any changes to your booking in writing.

You must comply with and use your reasonable endeavours to ensure that your guests/delegates comply with all our reasonable instructions intended to ensure the safety of property and/or people at the venue.

You must provide your guests/delegates with such information we may reasonably request regarding arrangements to be followed at the venue (for example, in relation to car parking)

Parents or carers are responsible for the safety of children and vulnerable adults at all times while on site. Children and vulnerable adults must be supervised at all times by their designated guardian.

Any damage caused to the venue, its equipment, contents or fittings will be charged to you, and you will be invoiced directly after the event.

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, and we will not tolerate any abusive behaviour by delegates to any other delegate or member of staff. We reserve the right to remove any persons acting inappropriately from the site.

Any electrical equipment brought onto site must have a current Portable Appliance Test (PAT).

9. Our Responsibilities

Green Estate will ensure the venue you hire is ready, available and accessible for you and your party from the time agreed in the booking form.

Green Estate will provide all tables and chairs in your chosen venue free of charge.

Green Estate will ensure all AV/IT equipment and other support facilities required are available, in good working order and ready for use by you and your party.

Green Estate will provide a welcome and all Health & Safety notifications for us, or you, to present to your guests/delegates.

Green Estate will provide an emergency point of contact for the duration of your hire period.

Green Estate will ensure that GE staff, deliveries and other work-related activity on site does not impact on your use of the venue.

Where relevant GE will provide a fully stocked bar and staff for your event.

Green Estate CIC operates zero-tolerance on illegal drug use on our site, or additional and illicit alcohol being brought onto site by you or your delegates. We reserve the right to remove any persons from your event who are caught with alcohol not purchased from our licensed bar or with illegal drugs. In exceptional circumstances we will involve the police and request all guests to leave site with immediate effect.

Green Estate will ensure all risk assessments, public liability insurance, up to date licenses and all other legal documentation is in place to operate legally and effectively to protect you and your party during your venue hire period.

10. Cancellation by you

If you cancel a confirmed booking you must do so as soon as possible in writing.

We will use reasonable endeavours to “re-sell” the cancelled date, but we reserve the right to charge a cancellation fee, or postponement fee, as set out in this clause. The cancellation charges you will pay shall be as follows:

- More than 2 months' notice of cancellation – full refund
- Less than 2 months' notice of cancellation – 50% refund of total venue hire price
- Within 10 working days of your booking – no refund

If, after you cancel a booking, a refund is due, we will send this to you within 30 days.

11. Cancellation by us

We reserve the right to cancel your booking without liability to you if:

- we discover that you have deliberately concealed information, or deliberately given us incorrect information, about your intended venue hire in circumstances where (if you had not done so) it would have been reasonably foreseeable that we would not have accepted your booking; or
- we have reasonable grounds to believe that your behaviour or that of your guests at your event is likely to result in damage to the venue or to our property and/or injury to people.
- we have reasonable grounds to believe that your behaviour or that of your guests at your event is likely to breach “the rules of the venue” or something similar.

12. Events outside our control

If we have to cancel your venue hire due to events outside our reasonable control (such as serious damage to the venue, serious adverse weather conditions, a pandemic or epidemic, or interruption or failure of utility services such as electric power, gas or water) we shall use every effort to notify you as soon as is reasonably practical and work with you to re-book to an alternative date. If, as a result of such events, we believe we have no alternative but to cancel your booking, our sole liability to you shall be to refund you any money you have paid towards your venue hire.

13. Limitation of our liability to you

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Catering services are not a Green Estate responsibility and any issues, concerns or complaints must be taken up by you directly with the Rhubarb Shed Café, or whoever you choose for your catering.

Alcohol can only be provided at Manor Oaks House through the on-site bottle bar, which is managed and run by Green Estate.

Nothing in these Terms and Conditions excludes or limits our liability where it would be unlawful to do so. This includes liability for death or personal injury caused by our negligence or the negligence of our employees or agents; for fraud or fraudulent misrepresentation.

You acknowledge that in booking the Venue, all personal belongings and vehicles including the contents of those vehicles, belonging to you and or any member of your party, is left entirely at your and their own risk. We shall accept no responsibility for any loss, or damage to your or your delegates' personal property during the event.

14. Privacy Policy

Ensuring the privacy and security of your personal information is very important to us. For further information about how we will collect and use your personal information, please request a copy of our GDPR Policy.

15. General

All written communications by you, to us, must be sent:

- By post to Venue Hire, Manor Oaks Farmhouse, 389 Manor Lane, Sheffield, S2 1UL
- By e-mail to hospitality@greenestate.org (or to such other address that we may notify to you).

We may send written communications to you at either the e-mail or postal address set out in your booking.

Any error or omission in any information or document issued by us shall be subject to correction provided that the correction does not materially affect the agreement made at the point of booking.

No variation of these Terms and Conditions shall be effective unless it is in writing and signed by you and us.

No other person other than the you and us shall have any rights to enforce any of these Terms and Conditions.

If we do not insist immediately that you do anything you are required to do under these Terms and Conditions, or if we delay in taking steps against you in respect of your breaking these Terms and Conditions, that will not mean that you do not have to do those things and it will not prevent us taking steps against you at a later date.

These Terms and Conditions are governed by English Law. You agree to submit to exclusive jurisdiction of the English Courts. However, if you are a resident of Northern Ireland, you may also bring proceedings in

Northern Ireland and if you are a resident in Scotland you may also bring proceedings in Scotland.

Reviewed 8th August 2022