

JOCASTA'S

g r o u p

Wedding Reception & Private Function Deposit & Payment Terms & Conditions

- Confirmation**

All bookings require written or faxed confirmation using "Our Booking Form" along with relevant deposit. We reserve the right to re-let after 10 days if no deposit or confirmation has been received.
- Accounts**

A non-refundable deposit of 25% to be paid with the confirmation of booking form, a further 25% of the estimated balance to be paid six months prior to the event date, with a further 25% of the estimated balance three months prior to the event date. We will send a final invoice 1 month prior to the event & we require the final balance to be paid 28 days prior to the event, unless you already have an account open. Company Credit Accounts opened subject to references.
- Numbers**

Approximate numbers required on booking the event. Final numbers are required for the event 14 days prior to the event; we will amend the final numbers when you pay the balance 14 days prior to the event. Please note these will be the minimum charged to your account with no refunds. Evening receptions are charged on a minimum number of 75 people for the evening buffet and the charge is made on the number of people attending the reception.
- Entertainment**

Our Disco charge is £350 inc VAT. No other disco or live entertainment is permitted without the written approval of one of the restaurants Directors. A maximum of 100 decibels is allowed within one meter of the speakers, and all equipment must have either a current P.A.T. Certificate or an invoice to show that the equipment is less than one year old. All outside entertainment must have their own Public Liability Insurance cert and a copy on the day of the event. The client shall be responsible for any charges arising from cancellation of entertainment, or associated item made on their behalf by the company.
Our bar licence is until 12 midnight only, unless you have written authority to extend after midnight.
- Cancellation**

In the event of the cancellation of the event for any reason, the company reserves the right to levy cancellation charges as follows:
3-6 months +forfeit interim 25% payment and original deposit
4 weeks – 3 monthsforfeit interim 50% payment and original deposit
Actual day – 2 weeks forfeit 100%
- Company Liability**

The client shall be responsible for the orderly conduct of their guests and ensure that their behaviour shall not cause any breach of the law or in any way cause a nuisance to other person or guest. Also the client shall reimburse the company for any costs incurred through wilful damage or negligence of the company's property by the client or the guest. Any person or company is liable to a cleaning charge due to vomiting of £100.00.
- Loss Of Personal Items**

The company cannot hold it's responsible for the loss of, or damage to any property left on or around the premises, or to any vehicle or its contents howsoever caused.
- General**

Whilst the company has taken all reasonable steps to ensure that the information contained in this brochure, tariffs, leaflets and advertisements is accurate it reserves the right alter, substitute or withdraw any service or facility without notice if necessary.
- Christmas Bookings**

All Christmas bookings are subject to a 25% non-refundable deposit, all per-orders, final numbers, table plans and balance payments are due by 1st November of that same year. After that date we reserve the right to re book your party.

Please sign below and return with the event booking form and written confirmation

I/We undersigned agree to the terms & conditions

On behalf of Jocasta's Group Ltd

Signature: _____

Date of Wedding: _____

Print Name: _____

Signature: _____

Signature : _____

Name: _____

Print Name: _____

Position: _____

Date: _____

Date: _____



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