

# Lexden Wood Ltd (LW) Venue Hire Terms & Conditions

By confirming a booking with Lexden Wood Ltd (LW), the Hirer agrees to comply with the following terms and conditions. LW reserves the right to update or modify these terms at any time.

## 1. Booking & Payment

- 1.1. All bookings are subject to availability and must be confirmed with a deposit.
- 1.2. A **non-refundable** deposit of **50% of the total hire cost** is required to secure the booking. If payment is not received, the space may be released.
- 1.3. The remaining **50% balance** must be paid **14 days prior** to the booking date, along with a **£250 refundable security & damage deposit**.
- 1.4. The hirer is responsible for any additional costs incurred during the event, including but not limited to additional cleaning fees, extended hire time, or damages.
- 1.5. A **booking confirmation** is only valid upon receipt of full payment and a confirmation email from LW.

## 2. Cancellation & Refunds

- 2.1. **All cancellations must be made in writing** and must be confirmed by LW to be considered valid.
- 2.2. **Deposits are strictly non-refundable.**
- 2.3. Cancellations made within **90 days** of the event are subject to full charges.
- 2.4. Online bookings are non-refundable unless LW cancels the booking and cannot provide an alternative venue space, in which case a full refund will be issued.

## 3. Use of Facilities

- 3.1. The hire includes access to the function room, bar, and toilets.
- 3.2. The Hirer is responsible for ensuring that all guests adhere to venue policies and regulations.
- 3.3. **LW supplies all food and drink** unless agreed otherwise in writing. No outside alcohol is permitted. The bar will be staffed and operated exclusively by LW.
- 3.4. Decorations must not cause damage to the premises and must be removed after the event.
- 3.5. **No Sellotape, pins, nails, Blu-Tack, or adhesives** are allowed on the walls, floors, or furniture. Any damage will result in additional charges.
- 3.6. The venue reserves the right to move the event to a more suitable room if guest numbers change significantly.

## 4. Conduct & Liability

- 4.1. The Hirer is fully responsible for the conduct and behavior of their guests.
- 4.2. Evening events must have an **appointed steward** or responsible person to oversee guest conduct. LW reserves the right to refuse entry or remove individuals who pose a risk or cause a disturbance.
- 4.3. The venue is **not responsible for any personal belongings** left by guests. All lost property is left at the owner's risk.
- 4.4. The Hirer is liable for any **damage caused by guests** and will be charged accordingly for repairs or replacements.

## 5. Licensing & Regulations

- 5.1. LW operates under a strict **licensing agreement** and adheres to all **legal requirements** for alcohol service and venue management.
- 5.2. LW **reserves the right to refuse alcohol service** to any guest in accordance with licensing laws.
- 5.3. **Music and entertainment must end by 12:00 AM** in accordance with local noise regulations.
- 5.4. All guests must vacate the premises promptly at the end of the event to avoid additional charges.

## 6. Health & Safety

- 6.1. The Hirer must ensure that all **fire exits remain unobstructed** at all times.
- 6.2. **Smoking is only permitted in designated outdoor areas.**
- 6.3. The Hirer must report any **accidents, injuries, or incidents** to LW staff immediately.
- 6.4. If outside caterers or self-catering options are used, the Hirer is **solely responsible for food safety** and the welfare of guests.
- 6.5. The Hirer must **inform LW of any guest allergies or special dietary requirements** before the event.

## 7. Additional Terms

- 7.1. LW reserves the right to **amend these terms** at any time.
- 7.2. The Hirer agrees to **comply with all venue policies and staff instructions.**
- 7.3. **Failure to adhere to these terms may result in immediate termination of the event without refund.**
- 7.4. LW is **not liable for any loss, damage, or expenses** caused by unforeseen cancellations due to **force majeure events** (e.g., adverse weather, government restrictions, or emergency closures).

## Agreement

By confirming a booking with Lexden Wood Ltd, the Hirer acknowledges and agrees to abide by all the Terms & Conditions stated above.