



Wedding Reception & Private Function Deposit & Payment Terms & Conditions

1. 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. Terms & Conditions subject to change, see web site for current terms & conditions.

2. 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 require the final balance to be paid one month prior to the event. Payments via credit card will be subject to 3% handling fee. Debit cards, BACS and cheques carry no charge.

3. Numbers

Approximate numbers required on booking the event. Final numbers are required for the event 1 month prior to the event; we will amend the final numbers when you pay the balance 1 month 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.

4. Entertainment

Our Disco charge is £350 + VAT for 5 hrs. 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.

5. 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 original 25% non-refundable deposit payment and interim 25%

1 month – 3 months forfeit interim 50% payment and original non-refundable deposit

Actual day – 1 month forfeit 100%

All advanced payments or pre payments are totally non refundable. All cancellations must be put in writing by all parties named on the contract and posted by recorded delivery. If you do not receive confirmation within 10 days you must immediately let us know. It is your responsibility to ensure that we have received your notice and it is essential that you use recorded delivery and produce your receipt to prove you have sent us the cancellation notice.

6. Company Liability

The company shall not be liable for any delays in performing its duties as a result of causes beyond its control. The company reserves the right to cancel any wedding which it considers could prejudice the reputation of the Group. No correspondences shall be entered into, and all deposits paid shall be returned. The restaurant company shall not be responsible for any presents or articles left in the restaurant, marquee or on its grounds prior or after the function. Neither do we accept responsibility for any damage to vehicles left on the restaurants car park or grounds.

7. Client 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 persons or guests. 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.

8. Loss of Personal items

The company cannot hold be responsible for the loss of, or damage to any property left on or around the premises, or to any vehicle or its contents however caused.

9. 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 to alter, substitute or withdraw any service or facility without notice if necessary.

10. Christmas Bookings

All Christmas bookings are subject to a 25% non-refundable deposit, all pre-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.

11. Price Increases

We reserve the right to change our prices without notice.

12. Confetti

Due to our proximity to the nature reserve it is imperative that ONLY natural flower petal confetti is permitted.

Please sign below and return with the Event Booking Form and written confirmation

I/We undersigned agree to our current terms & conditions

On behalf of Jocasta's Group Ltd

Signature: _____

Date of Event: _____

Print Name: _____

Signature: _____

Signature: _____

Name: _____

Print Name: _____

Position: _____

Date: _____

Date: _____



CONDITIONS OF HIRE FOR EQUIPMENT & TOILET UNITS

General

All business is conducted in accordance with these Conditions of Hire, unless otherwise amended in writing by the Company.

Definitions

The "Company" means Jocastas Group, its subsidiary companies, Posh Loos & their subcontractors and agents and includes their successors, assigns or personal representative. The "Hirer" means the person, persons or their representative hiring the Equipment from the Company. The "Equipment" means mobile toilets, showers, other mobile, or static unit facilities and equipment including all fixtures and fittings.

The Site

The hire charges are based on the assumption that the site is flat level and solid with suitable access for the "Equipment" and associated motor vehicles(s). The Hirer warrants that the vehicles and Equipment belonging to the Company will have suitable access free from all overhead obstructions, trees, hedges etc, and without buried pipes or other concealed services that may suffer damage occasioned by the transport, use erection/installation and/or dismantling/removal of the Equipment. The Company reserves the right to charge for any damage caused to vehicles and Equipment belonging to the Company due to unsatisfactory site conditions and/or access. The Company reserves the right to charge for delays and additional labour time required in connection with works/delivery/collection and time spent due to the unsuitable site conditions and/or soft ground due to inclement weather, or any other condition. Current rate of £20.00 per hour per employee will be charged without prejudice. Note: One hour maximum site time is allowed for delivery and collection. The Company will not be responsible for any making good or repair of damage to the site howsoever caused. The Hirer shall be responsible for providing and installing any connections required to mains services where necessary, unless otherwise agreed in writing and charged. All units require 16 amp power and to comply with Health and Safety Regulations connection through a 16Amp C form socket. If collection of the Equipment is delayed beyond the recorded date for any reason i.e. marquee restricting access, inclement weather etc, the Company reserves the right to charge for additional hire at the rate of 15% per day of the quoted daily hire charge, or a full rental rate if a subsequent order cannot be fulfilled, due to the non-availability of the unit (which ever being appropriate).

Liability

The Company accepts no liability whatsoever in respect of third party claims or for consequential loss or damage of any kind and the Hirer shall indemnify the Company against third party claims unless such liability be caused by faulty materials or workmanship or negligence on the part of the Company. The Company accepts no liability whatsoever in respect of any malfunction of the Equipment if the duration of the hire or numbers utilizing the Equipment exceeds that stated in the Quotation. The Company accepts no liability whatsoever in respect of any malfunction of the equipment due to weather conditions – such conditions may be, but are not limited to, very hot or cold weather or flooding etc.

Title

The Equipment and accessories remain the property of the company at all times. The Hirer will allow the Company reasonable access to the Equipment during the hire period. The Hirer shall keep the Equipment in his/her own possession and control, and free from all legal processes and undertakes that no mortgage deed, bill of sale or any other legal instrument or private arrangement whatsoever shall be exercised whereby other person, lien or company other than the Company shall acquire any lien or rights whatsoever in connection with the Equipment.

Subletting

The Hirer will not sublet or rehire the Equipment without the expressed written permission of the Company.

Delivery

Where the Hirer has agreed to position the Equipment in a specific location, the Hirer must have an authorized representative available at the time of delivery to instruct the Company regarding that position. The Hirer will pay extra for any further time or attendance including any attempt by the Company to carry out delivery, collection or servicing which is unsuccessful or delayed due to the Hirer's acts or omissions.

The Equipment

The Hirer shall indemnify the Company and be responsible for all expenses involved arising from any breakdown, wilful damage and any loss incurred by the Company due to negligence loss and/or misuse of the Equipment by the Hirer or persons using the Equipment on a time and replacement cost basis currently in use by the Company at the time. No smoking is allowed in the Equipment. It is the Hirer's responsibility to ensure that their guests comply with this requirement. If any damage (excluding reasonable wear and tear resulting from reasonable use) is caused to the floor of the Equipment the Hirer shall be liable to pay the Company a fee of £750.00 to cover making good the damage. Such damage may include but is not limited to cigarette burns caused by smoking in the Equipment, damage caused by guests wearing unsuitable footwear (for example golf spikes or football boots) The Hirer shall not move the Equipment from the site or position it was delivered or consigned to without agreement in writing by the Company.

The Equipment must be returned to the Company in the same condition as it was when it was delivered to the Hirer (except for reasonable wear and tear resulting from reasonable use). Failure to leave the Equipment in a good condition requiring additional cleaning services will incur an Additional Cleaning fee of £100.00 to be paid by the Hirer to the Company.

Hire Charges, Payment and Cancellation

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 require the final balance to be paid one month prior to the event. Payments via credit card will be subject to 3% handling fee. Debit cards, BACS and cheques carry no charge. 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 original 25% non-refundable deposit payment and interim 25%

1-3 months

forfeit interim 50% payment and original non-refundable deposit

Actual Day – 1month

forfeit 100%

All advanced payments or pre payments are totally non refundable. All cancellations must be put in writing by all parties named on the contract and posted by recorded delivery. If you do not receive confirmation within 10 days you must immediately let us know. It is your responsibility to ensure that we have received your notice and it is essential that you use recorded delivery and produce your receipt to prove you have sent us the cancellation notice.

Jocasta's Group:

Moor Lane: Thorpe-on-the-Hill: Lincoln: LN6 9DA
Tel: 01522 686314. Fax 01522 687397
Website: www.jocastagroup.net
Email: enquiries@jocastagroup.net

I/We Undersigned agree to our current Terms & Conditions

Signature _____

Print Name _____

Signature _____

Print Name _____

On behalf of Jocasta's Group Ltd

Hire Date _____

Signature _____

Print Name _____

Position _____



Marquee Hire Terms & Conditions (2009)

THE COMPANY' is Jocastas Group Ltd its subsidiaries and / or their subcontractors or agents.

'THE HIRER' is the person hiring the equipment from the Company.

'THE PERIOD OF HIRE' The period of Hire is understood to mean the period of which any equipment is required to be ready and available for use.

1. CONDITIONS

Unless stated in writing all orders are accepted subject to the Terms and Conditions of hiring stated below and the hirer by authorising or allowing work to proceed is deemed to have acknowledged this.

2. SITE

(a) The Hire charges are based on the assumption that the site is a flat level firm ground with easy access for motor transport, and that no drains, cables or other services are buried beneath the surface or otherwise concealed. The Hire charges do not include any making good or repairing of damage to the site.

(b) The Hirer is required to provide the contractor with either a plan showing the position in which the tents or equipment are to be erected or should have a representative on the site for that purpose. In the absence of both then the contractor having erected the tents or equipment where he thinks fit shall be deemed to have completed the contract. (c) The Hirer should never presume that any of the Company's equipment will be attached or joined to any buildings within the site unless stated in the Company's booking forms. Likewise the Hirer should never presume that any other equipment is included in the Hire other than what is stated in the Company's booking forms.

(d) If on arrival to site the carry from point of parking to point of erection is found to be greater than 20 meters a surcharge will be applied

3. HIRE CHARGES

The charges published in any of the Company's printed matter are for the guidance of the Hirers in estimating costs only and do not constitute an offer.

4. VARIATIONS

The Company will use its best endeavours to supply the hirer with the equipment ordered but where this is not possible the company will notify the Hirer as soon as possible with any alterations to the design and specifications of the equipment and where alteration is fundamental the Hirer may terminate this contract and any deposit paid will be refunded.

5. PAYMENT AND ACCOUNTS

Payments must be made in accordance with the terms stated in the Company's quotation. 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 require the final balance to be paid one month prior to the event, unless you already have an account open. Company Credit Accounts opened subject to references. Payments via credit card will be subject to 3% handling fee. Debit cards, BACS and cheques carry no charge.

6. LOSS OR DAMAGE

(a) The Hirer shall during the period of Hire be responsible for the maintenance and safe custody of the Company's equipment from completion of erection until dismantling.

(b) The Hirer must be satisfied with the equipment before use and should notify the Company of any miscounts, incorrect deliveries or unacceptable equipment before use.

7. INSURANCE / Damage Waiver

Payment of a 5% damage waiver will cover all areas of insurance for the equipment hired excluding those listed in point 8.

8. EXCLUSIONS FROM INSURANCE

(a) Insurance excess - The insurance cover excludes the first £250 of any claim and this is payable by the Hirer.

(b) Cover only applies to equipment that is delivered by the Company and does not include any equipment provided by a sub-contractor, unless invoiced by the company.

(c) Disappearance, Unexplained or inventory shortage

(d) Consequential Loss

(e) Acts of fraud or dishonesty by any party to whom the property insured has been entrusted or hired.

(f) Any breach of the Company terms and conditions as herein stated will negate the insurance policy

(g) Failure to report the loss or damage arising from fire, theft or vandalism to the police immediately upon discovery and to the Company within 24 hours.

9. THE HIRERS RESPONSIBILITY

(a) The Hirer should not enter the Marquee while the Company is erecting.

(b) The Hirer should keep any part of the equipment that is a framed structure or a tent completely closed and secure while not in use during the period of Hire.

(c) The Hirer should not tamper with the structure or any part of the equipment and in particular not affix or suspend from the equipment any item whatsoever without written consent of the Company.

(d) The Hirer should not use any lighting, heating, cooking or other gas or electrical appliances of any kind without the previous consent in writing of the Company.

(e) The Hirer is responsible for giving notice to or obtaining permits from any authorities who are or may be concerned and must take application where necessary to the Planning Authority, District Surveyor, Police, Fire Brigade and any similar authority or organization. Any costs incurred in delays or modifications in the work arising from the absence or misrepresentation of all such necessary permissions and permits shall be payable to the Company by the Hirer. Where appropriate obtain a licence from the Local Authority. Any requirements under the licence must be notified to us in writing, at least 28 days prior to erection. Should the Company for any reason be unable to comply with these requirements, then the Contract will become void and the customer advised accordingly.

(f) The hire should not at any time during the hire period connect to any of the electrical/gas provisions left on site by Marquees Direct.

(g) The hirer will be responsible for any additional costs incurred to the company as a result of any booked equipment not being able to be set-up due to incorrect measurements, varying height levels or undisclosed site complications of which the company were not informed.

(h) The hirer will be responsible for any costs incurred by the company due to changes being requested once the marquees build has begun

(I) The Hirer should never presume that any other equipment is included in the Hire other than what is stated in the Company's booking forms.

10. LIABILITY TO THIRD PARTIES

The Company will not be responsible for and the Hirer will indemnify the Company against all claims for the injury to persons or loss or damage to property howsoever caused unless it be proved that such injury or damage caused by faulty material or workmanship or negligence on the part of the Company.

11. ERECTION AND DISMANTLING

The Company normally provides labour for the erection and dismantling and the cost thereof is included in the Hire charges. Only in exceptional circumstances and by special arrangement will the Company allow the Hirer to erect and/or dismantle the Company's property.

12. ATTENDANCE

The Hire charges do not include attendance by the Company's men except during the actual processes of erecting and dismantling the tentage.

13. FORCE MAJEURE

While every effort will be made by the Company to carry out any order accepted, the full performance of it is subject to variation or cancellation by the Company consequent upon Act of God, War, Strikes, Riots, Lockouts or any other disturbances. Fire, Flood, Storm, Gale or Tempest restrictions on the use of Transport, Fuel or Power. Requisitioning Storage of material or transport or labour or any other cause beyond the control of the Company.

14. CONTRACT

No verbal representations or arrangements are recognized by the Company. A booking may only be deemed valid once the Hirer is in receipt of a booking confirmation from the Company. The Company will provide a booking confirmation subject to availability and on receipt of a fully completed booking form with a deposit from the Hirer. Should the Company not have availability then the deposit will be returned to the Customer.

15. 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%

All advanced payments or pre payments are totally non refundable. All cancellations must be put in writing by all parties named on the contract and posted by recorded delivery. If you do not receive confirmation within 10 days you must immediately let us know. It is your responsibility to ensure that we have received your notice and it is essential that you use recorded delivery and produce your receipt to prove you have sent us the cancellation notice.

Please sign below and return with the Event Booking Form and Written Confirmation

I/We undersigned agree to our current terms & conditions

On behalf of Jocasta's Group Ltd

Signature: _____

Date of wedding: _____

Print Name: _____

Signature: _____

Signature : _____

Name: _____

Print Name: _____

Position: _____

Date: _____

Date: _____



Head Office: Jocasta's Group, Moor Lane, Thorpe-on-the-Hill, Lincoln, LN6 9BW

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e: enquiries@jocastagroup.net w: www.jocastagroup.net



Jocasta's Group Limited registered in England & Wales No. 05868508



EVENT BOOKING FORM AND CONTRACT

Client Name: _____

Address: _____

Telephone: _____ Fax: _____

Mobile: _____ eMail: _____

Date of Event: _____ Type: _____

Time of Event: _____ Finish: _____

Type of Menu: _____

Wines Required: _____

Nr of Covers: _____ Toilets: _____

Special Requirements: _____

Bar Requirements: _____

Venue Hire Charge: _____

Deposit Paid: _____ Date: _____

Method: _____ Taken by: _____

Balance as per Terms & Conditions.

Please note: Bookings cannot be confirmed until we have received the deposit payment together with a signed copy of the (1) Event Booking Form & Contract and (2) the Terms & Conditions.

Please tick the box and sign to confirm that you have read and understood the Terms & Conditions and that you understand that in the event of cancellation you will lose your deposit in accordance with the cancellation periods stated in the Terms & Conditions. Jocasta's Group strongly recommends that couples take out their own separate wedding/event insurance.

Please sign below and return with the Event Booking Form and written confirmation

I/We undersigned agree to our current terms & conditions

On behalf of Jocasta's Group Ltd

Signature: _____

Date of Event: _____

Print Name: _____

Signature: _____

Signature: _____

Name: _____

Print Name: _____

Position: _____

Date: _____

Date: _____



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