



EVENT BOOKING TERMS & CONDITIONS

Thank you for considering Heritage 1907 for your event. The terms below cover everything you need to know so your celebration runs exactly as you imagine it.

VENUE SETUP

The venue will provide white tablecloths, tables, chairs and catering tables.

VENUE ACCESS & DECORATION

Access for decoration and set-up will be available for up to 6 hours.

Access will normally commence from 8:00 AM on the day of the event. Where the venue is available, access may be granted on the previous day. This will always be confirmed in advance by the venue.

PAYMENT TERMS

- £500 non-refundable deposit to secure the booking.
- 50% of the remaining balance payable 60 days before the event date.
- Final balance payable 30 days before the event date.
- All payments made are non-refundable.
- If the confirmed guest numbers increase after the booking has been agreed, an additional charge of £15 per person will apply, subject to the maximum capacity of the venue.

FOOD & CATERING

All food must be fully prepared and cooked beforehand. No on-site cooking is permitted within the venue.

Any caterers, decorators, vendors, or suppliers attending the venue must take appropriate care to always protect the flooring and venue. Heavy items, equipment, or furniture must be lifted and carried where possible and **must not be dragged across the floor**, as this may cause damage or scratching.

All food and drink service must remain within the upstairs event area only.

CLEANING

The venue will carry out the main end-of-event cleaning. Guests, caterers, and suppliers are expected to leave the venue in a respectful condition and ensure general waste is disposed of appropriately. Dinner tables should also be kept as clean and tidy as reasonably possible throughout the event prior to the venue carrying out final cleaning.

ALCOHOL & RESPONSIBILITY

Any alcohol consumed or supplied at the event remains entirely the responsibility of the hirer, including any licensing (if selling) or legal requirements where applicable. Alcohol must be consumed responsibly at all times.

GUEST CONDUCT & DAMAGES

The hirer accepts full responsibility for the conduct and behaviour of all guests attending the event. Any form of aggressive behaviour, illegal activity, excessive intoxication, disorderly conduct, or misuse of the venue will not be tolerated under any circumstances.

Any damage caused to the venue, fixtures, furniture, décor, surrounding areas, or any excessive cleaning required following the event may result in additional charges being issued to the hirer after the event.

DJ & ENTERTAINMENT

Clients are welcome to bring their own DJ or entertainment provider. All equipment brought on site must be PAT tested and electrically safe, and full responsibility for the equipment and its safe use lies entirely with the DJ or provider.

CANCELLATION & RESCHEDULING

The booking is only confirmed once the non-refundable deposit has been received, and the event date is not reserved until that point.

Payment must be made in accordance with the agreed payment schedule. Failure to make any payment by the due date may result in the venue treating the booking as cancelled.

The hirer may request to reschedule the event provided at least 45 days' notice is given. Rescheduling is subject to availability and is permitted on one occasion only. Any sums already paid will be transferred to the new booking date.

In the event of cancellation by the hirer for any reason, all payments made to the venue, including the deposit and any staged payments, are strictly non-refundable.

LIMITATION OF LIABILITY

The total liability of the venue to the hirer arising out of or in connection with the booking, whether in contract, negligence, or otherwise, is limited to the total amount paid by the hirer to the venue for the hire. The venue will not be liable for any indirect or consequential loss of any kind. Nothing in these terms excludes or limits the venue's liability for death or personal injury caused by its negligence, for fraud, or for any other liability that cannot be excluded or limited by law.

INSURANCE

The hirer is responsible for ensuring they hold appropriate public liability insurance for their event where applicable, and that any suppliers, caterers, entertainers, or contractors they engage hold valid public liability insurance and any relevant certification for the services they provide.

VENUE RULES & GENERAL CONDITIONS

- **Strictly no smoking or vaping inside the building at any time.** Smoking is permitted only in the designated outdoor smoking areas.
- No illegal substances or unlawful activity permitted on site under any circumstances.
- Guests must behave respectfully towards venue staff, security, suppliers, and other guests at all times.
- Any aggressive, threatening, abusive, or disorderly behaviour may result in individuals being removed from the venue.
- **Children attending the event must remain supervised by a responsible adult at all times.**
- Fire exits, access routes, and safety equipment must remain clear and unobstructed throughout the event.
- No candles, fireworks, pyrotechnics, confetti cannons, or naked flames are permitted unless approved in advance by the venue.

- Nothing may be fixed or attached to walls, ceilings, or surfaces using tape, adhesives, pins, nails, or screws without the prior approval of the venue.
- The venue must be fully vacated by the agreed time. Where guests, suppliers, or belongings remain beyond this, additional charges may apply.
- The hirer is responsible for ensuring all caterers, decorators, DJs, entertainers, and suppliers follow venue rules and instructions.
- Heritage 1907 reserves the right to stop any activity considered unsafe, inappropriate, or likely to cause damage to the venue or disruption to the event.
- **Management reserves the right to request a refundable security deposit of up to 20% of the total booking value prior to the event date.**

PERSONAL BELONGINGS & VALUABLES

The venue does not accept any responsibility for the loss, theft, or damage of personal belongings, valuables, gifts, money, or any other property brought onto the premises by the hirer, their guests, or their suppliers. This includes items left in the event space, communal areas, or the car park. Any gifts, cards, or money received during the event remain the responsibility of the hirer at all times and should be kept secure and supervised.

The venue is happy to assist in searching for or locating misplaced items where possible, but does so as a courtesy only and accepts no liability for any item lost or unaccounted for. Vehicles and their contents are left in the car park entirely at the owner's risk. Any property left behind after the event will be held for a limited period and may be disposed of if unclaimed.

PHOTO WALL & VENUE FEATURES

The photo wall at the back of the venue must not be leaned on, moved, altered, or interfered with at any time. No food or drink is to be placed on, against, or in close proximity to the photo wall, as this may cause staining or damage. The hirer is responsible for ensuring guests and suppliers take appropriate care around these features, and any damage caused may result in additional charges in line with the terms above.



By proceeding with the booking, you are accepting these standard terms and conditions.