

TERMS & CONDITIONS FOR EVENT BOOKINGS

The Morritt asks clients to be aware that **Event Bookings** are conducted on the basis of the following Terms & Conditions

1) Confirmations

A provisional booking for the date of your choice will be held for a maximum of 2 weeks. After 2 weeks The Morritt requires confirmation of the booking, all non-confirmed bookings will automatically be released. **Bookings are considered confirmed on the receipt of a completed & signed Terms & Conditions Form and a non-transferable/non-refundable £500.00 deposit.**

2) Payments

The client must make a formal appointment for no less than 3 months before the event to discuss all details and requirements. After this appointment a pro-forma invoice, based on the expected requirements will be issued – this will not include guest accommodation. Payment in full of this invoice must be received no less than 21 days prior to the event. On the event day a final invoice will be issued for any outstanding balance, the balance of which must be paid before departure. All monies paid as deposit or balance are non-refundable and cannot be transferred to other parts of the function e.g. drinks or accommodation.

Payments can be made by bank transfer, cash, Debit card or cheque. All cheques should be made out to **The Morritt**. Please note that The Morritt requires a minimum of 7 working days to process personal cheques as payment.

Should you wish to pay the balance by Credit Card a surcharge of 2.5% will be added to Invoice Total Amount. Please note - we do not accept American Express or Diners.

3) Numbers

The Morritt reserves the right to set a minimum number to be charged for the event. Approximate numbers must be confirmed on the Terms & Conditions Form at the time of booking. It is this figure, which will act as the minimum number of guests to be paid for or the minimum number specified by the Hotel, whichever is the greater. The client must give final numbers in writing to the Hotel at least 3 weeks before the event.

Minimum Numbers for exclusive use* - unless otherwise agreed in writing - are:

Rokeby Room	20	Does not include use of Rokeby Bar
Garden Room	40	
Gilroy's	50	
Ballroom	80	

***Numbers quoted are for catered guests - (3-course Meal unless otherwise agreed in writing)**

***Exclusive Use - the client will have exclusive use of the function rooms that they have booked. Other clients may be using facilities at The Morritt throughout or for part of the duration of the event.**

4) Cancellations

Should you have to cancel your booking; a charge will be made, calculated as a percentage of the total booking value at the time of cancellation, according to the scale highlighted below:

- ♦ 30% - Cancellation period 6 to 12 months
- ♦ 50% - Cancellation period 3 to 6 months
- ♦ 75% - Cancellation period 6 weeks to 3 months
- ♦ 100% - Cancellation period 6 weeks or less

All cancellations must be confirmed in writing by the client, to The Morritt. Cancellation will be effective from the date of receipt of the written notification. Any costs incurred for a particular event, that otherwise should not have incurred, will be charged in the event of cancellation.

In the event your exact requirements have not been discussed with The Morritt, the Cancellation Invoice will be based on a spend of:

- *Weddings/Civil Partnerships:* £50.00 per Adult and £15.00 per Child for Daytime Events and £12.50 per Person for the Evening Reception in addition to any applicable Room Hire Charges
- *Events:* £45.00 per Adult and £20.00 per Child in addition to any applicable Room Hire Charges.

5) VAT

All prices quoted include standard rate of Value Added Tax as issued by government. VAT rates are correct at time of printing and may be adjusted by The Morritt to reflect any changes as issued by government.

6) Interest

Interest on overdue invoices shall accrue from the date when payment becomes due from the day to day until the date of payment, at a rate of 4% above Royal Bank of Scotland Base Rate from time to time in force and shall accrue at such a rate after, as well as before any judgement.

7) Damage

The Morritt is a Grade II* Listed building. The client is responsible to The Morritt for the cost to make good any damages to any fixtures, furniture, buildings, outside areas or employees of The Morritt caused by themselves, their guests, agents, employees (this list is not restricted to those persons mentioned). Please note this includes hotel bedrooms occupied by the client. It is advised that The Morritt will take whatever action it considers necessary to protect its property, contents, employees and/or agents if it considers that they are threatened in any way by the action of the client, its guests, entertainers, suppliers or contractors. It is emphasised that The Morritt will not accept any liability for any loss or damage that the client may suffer under these circumstances. The Morritt is not responsible for any loss or damage to client or guest property – including gifts brought to the hotel by guests.

8) **Corkage**
The client or their guests may not bring any wines or spirits into The Morrith for consumption on the premises without prior written agreement and payment of corkage to The Morrith.

9) **Brochure & Menu Information**
All information and prices are correct at time of printing and are subject to change without prior notice. The Morrith cannot accept responsibility for any errors or omissions. All arrangements featured in the brochure are subject to availability.

10) **Data Protection Act**
Any information supplied to The Morrith is held in accordance with the Data Protection Act 1998 and may be used by The Morrith to keep you informed of special offers and promotions we believe may be of interest to you. We do not disclose personal information to any other organisation.

11) **External Suppliers**
All external (Non-Morrith) suppliers using the hotel's electrics must have a current portable appliance test certificate.
It is recommended that all external suppliers visit The Morrith prior to the event date.

12) **Function Finish Times**

	<u>Midweek Evenings</u>	<u>Weekend* Evenings</u>	<u>Daytime</u>
The Ballroom	23:00	01:00	17:30
The Rokeby Room	23:00	01:00	17:30
The Garden Room	23:00	01:00	17:30
Gilroy's Restaurant	23:00	23:00	17:00

***Weekend Evenings includes Bank Holidays except Christmas Day & Good Friday**

Later finish times must be confirmed in writing by The Morrith and may incur an additional charge.

Bars will close 30 minutes before the Function end time.

13) **Failure to comply**
The Morrith will not be liable for failure to comply with any terms and conditions of this agreement to the extent such compliance is prevented, hindered or delayed by any cause beyond its control included but not limited to fire, storm, explosion, flood, act of God, action of any Government or Governmental Agency, shortage of materials or goods, strike or lock-out.

14) **Extra Information**
Please also see the "Extra Information" at the end of the Banqueting Menus for further information regarding minimum numbers and room hire charges applicable to the year of your event.

15) **Accommodation**
Guests may contact reception to make their individual accommodation booking(s); however a non-refundable/non-transferable deposit will be due at this point. In order for your guests to receive the room(s) of their choice, it is advisable that they book early to avoid disappointment.
All bedrooms are available from 3.00pm on the day of arrival and are to be vacated by 11.00am on the day of departure. There is the option of an "early check-in service," for which a charge will be levied – please see reception for further information. Please note there are only a limited number of rooms available for early check-in each day.

16) **Chair Covers**
Please note, The Morrith has an 'exclusive use' contract with a Chair Cover supplier.

17) **Miscellaneous Items**

- Only biodegradable confetti may be used at The Morrith.
 - Confetti Bombs are not permitted
- Written permission must be obtained before any decoration is attached to walls, floors and ceilings

18) **Additional Terms for Weddings & Civil Partnerships**

- **Numbers/Room Hire Charges**
Minimum Numbers* – not to incur Room Hire Charges (unless otherwise agreed in writing) – are:

	<u>Daytime</u>	<u>Evening</u>
Ballroom	80	120
Rokeby Room	20	20 (Does not include use of Rokeby Bar)
Garden Room	40	Not available for Evening Receptions without use of Ballroom
Gilroy's	50	Not available for Evening Receptions

***Numbers quoted are for catered adult guests**

Catered Adult Guests = 3-course Wedding Breakfast with Drinks Package and Evening Buffet

(An extra charge may be made should a Late Night Snack be served as the Evening Buffet)

- **Additional Charges**
Additional Room Hire charges may be incurred if only a Wedding Breakfast or Evening Buffet is served

18) Additional Terms for Weddings & Civil Partnerships cont...

- **Accommodation**

Once your booking has been confirmed, you may block-book (with reception) up to 15 hotel bedrooms. The rooms will be allocated by the hotel and will be a mixture of bedrooms – i.e. styles, location, pricing – and will be held until three months prior to the wedding /partnership date, at which point any unsecured rooms will be released. The rooms will be held with your unique code on behalf of your guests. Your code should be given to your guests in order for them to place their individual bookings. All other details as per above in point **15)**

Event - Terms & Conditions Signature Form - Client Copy

We have read, understood and accept the attached terms & conditions:

Full Name of Organiser(s): _____ & _____
For Weddings/Civil Partnerships: Names for Bride(s) **and** Groom(s) required

Day & Date of Event: _____

Estimated Guest Numbers: Daytime - _____ Adults _____ Children (10 & under)
 Evening - _____ Adults _____ Children (10 & under) (inc. Daytime Guests)

Contact Address: _____

Post Code: _____

Email Address: _____

Telephone Number(s): _____

Client Signatures x 2: _____ / _____ Date: _____

For and on the behalf of The Morritt:

Name: _____ Signature: _____ Date: _____

Event - Terms & Conditions Signature Form – Morritt Copy

We have read, understood and accept the attached terms & conditions:

Full Name of Organiser(s): _____ & _____
For Weddings/Civil Partnerships: Names for Bride(s) **and** Groom(s) required

Day & Date of Event: _____

Estimated Guest Numbers: Daytime - _____ Adults _____ Children (10 & under)
 Evening - _____ Adults _____ Children (10 & under) (inc. Daytime Guests)

Contact Address: _____

Post Code: _____

Email Address: _____

Telephone Number(s): _____

Client Signatures x 2: _____ / _____ Date: _____

For and on the behalf of The Morritt:

Name: _____ Signature: _____ Date: _____

- ◆ Please complete and sign both copies.
- ◆ Once complete please return to The Morritt
 with your £500.00 Confirmation Deposit (which is non-refundable/non-transferable)
 The Morritt; FAO: Barbara-Anne Johnson
 Greta Bridge, Near Barnard Castle
 County Durham, DL12 9SE

- ◆ The Client copy will be returned to you along with your Deposit Receipt (if not already issued)