

# **Weddings 2018 - Terms and Conditions**

## **Confirmation**

- The individual(s) who are named on the Event Sheet will be considered the Client and will be held liable in relation to the booking and any associated costs.
- Final numbers, food pre-orders, and special dietary/access requirements must be received by the Square at least 10 days in advance.
- Children under 16 must be accompanied by adults at all times.
- The Square reserves the right to refuse admittance at all times or to remove any persons whose behaviour is considered inappropriate.

## **Membership**

- All wedding bookers must be members of The Square. This membership must be valid at the time of booking and at the time of the wedding.
- Membership is subject to approval by the committee.
- Please note that a wedding is not confirmed until both the deposit and membership application form have been received and approved.
- If you wish to cancel your membership after the wedding and further to receiving the four quarterly payments, please email [events@thesquareclub.com](mailto:events@thesquareclub.com). Any cancellation requests must be received at least three months before the next payment is due, otherwise you may be charged.
- Membership is non-refundable.

## **Deposits and Payment**

- To secure a booking we require a deposit of £500. This deposit is non-refundable. The deposit will be returned after the event, except in the case of cancellations/alterations as mentioned below, damage to the Square as mentioned below, or failure to hit the specified minimum spend (where applicable).
- The collection of deposits is the responsibility of the Client, and can be claimed up to a month after the event.
- 50% of the total balance must be paid no later than 3 months prior to the wedding by cash, credit/debit card or bank transfer.
- The remaining balance of all pre-ordered goods must be paid in full by cash, credit/debit card or bank transfer two weeks before the date of the event. Any further costs to be settled on the evening.
- A 10% service charge based on the main meal will be added to wedding and party bills, which goes to the staff.
- Corkage is only available, subject to approval by the Operations Manager, during the day in the Square Kitchen and Lounge, and not during evening parties or in the Lower Deck.

## **Cancellations, Alterations and Postponements**

- All cancellations, alterations, and postponements must be made in writing to: [bookings@thesquareclub.com](mailto:bookings@thesquareclub.com).

- In the event of cancellation less than 3 months prior to the wedding date, the required 50% payment of balance will be retained by The Square as a cancellation fee.
- In the event of cancellation less than 3 months prior to the wedding date, where the 50% payment of balance has not yet been made, this fee is due instead as a cancellation fee. This must be paid in full to The Square within 1 month of notifying The Square of your decision to cancel, or else must be made ahead of the wedding date, whichever date falls soonest
- If you decide to postpone your wedding to a different date, your deposit and 50% payment of balance can be transferred to hold and pay for your new date, providing this new date is within 6 months of the original date.
- If you decide to postpone your wedding and have not yet made your 50% payment of balance, this will be required along with your deposit in order to hold and pay for your new wedding date. In such an event, this 50% payment of balance must be made in full to The Square within 1 month of notifying The Square of your decision to postpone.

### **Opening Times**

- The bar will remain open until 1AM, with twenty minutes 'drinking up time'.
- All guests will be requested to leave the premises at this time.
- The Terrace will close at 10:30PM due to council noise regulations.

### **Music Times**

- Background music is permitted until 1am every day.
- Sunday – Thursday: Live bands and DJs must not play after 11pm.
- Fridays, Saturdays and Bank Holiday Sundays: DJs are permitted until 1am. Live bands must not play after 12am.

### **Liability**

- The Square shall not be held responsible for any loss or damage to any property belonging to or brought onto the premises by any person, save as required by law. The Square is not responsible or liable for any injury, loss or claim whatsoever by or to any persons on its premises.
- The Client is responsible for the collection of all belongings within 48 hours of the event. After this time The Square reserves the right to dispose of uncollected items.
- The Square shall not be responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, government restriction or force majeure that may cause the premises to be temporarily closed or the event to be interrupted.
- The Client is responsible for all persons who attend the event and shall be responsible for any damage caused to the venue, its furnishings and equipment. The Client will be made aware no later than 48 hours after the event of any chargeable damage and an invoice will be raised.
- The Square reserves the right to keep the security deposit in the event of cancellation and/or damage.

- The Client shall indemnify The Square, its agents and employees and assigns from all/any liabilities, losses, damage, claims and expenses (including but not limited to legal expenses) of any nature relating to or arising out of the failure of the Client to perform or comply or procure compliance with the terms of their booking and their legal obligations generally.