

## **Private Hire Terms & Conditions**

**Thank you for your interest in hosting a private event at Stanlake Park Wine Estate.**

These terms and conditions outline the agreement between Stanlake Park Wine Estate (the "Venue") and the client (the "Client") for a private hire event. These Terms & Conditions do not apply to wedding events.

### **1. Booking & Confirmation**

- All bookings must be made by completing our Private Hire enquiry form or by contacting us at 0118 9340176 or [tours@stanlakepark.com](mailto:tours@stanlakepark.com).
- A provisional booking will be held for 7 days while a formal agreement is prepared.
- Confirmation of the booking requires the Client to:
  - Sign a copy of this agreement.
  - Pay a non-refundable deposit as agreed.

### **2. Payment**

- The remaining balance of the agreed package price is due 7 days before the event.
- Payment can be made by bank transfer or credit card.
- We do not accept cash payments.
- The Venue reserves the right to cancel the event if payment is not received by the due date.

### **3. Cancellation Policy**

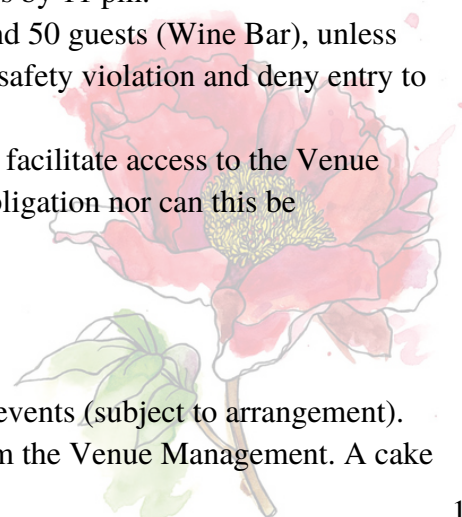
- The deposit is non-refundable, but it can be transferred to a new date, subject to availability and the Venue's discretion.
- In the event of unforeseen circumstances (e.g., fire, flood), the Venue will use reasonable efforts to find a suitable alternative date. If no alternative date is mutually agreeable, a full refund of any payments made will be provided.

### **4. Event Duration & Capacity**

- The event duration is for a maximum of 4 hours.
- The event must conclude, and all guests must vacate the premises by 11 pm.
- The venue capacity for your event is 30 guests (Tasting Shed) and 50 guests (Wine Bar), unless arranged differently. Exceeding this number may result in a fire safety violation and deny entry to some guests.
- As a courtesy, and wherever possible, Stanlake Park will try and facilitate access to the Venue before the start of the Hire Period. This does not constitute an obligation nor can this be guaranteed.

### **5. Food & Beverage**

- All food and beverages must be purchased from the Venue.
- A minimum food and beverage spend may apply to private hire events (subject to arrangement).
- The Client may bring a celebratory cake with prior approval from the Venue Management. A cake cutting fee of £10 applies.



## **6. Staff & Security**

- The Venue will provide one member of staff (Tasting Shed) or two members of staff (Wine Bar) to ensure the smooth running of your event.
- In case we agree to a larger event, the Venue reserves the right to require additional personnel at the Client's expense.
- Car parking facilities are available for guests and cars may be left at the Venue overnight at the owner's own risk and responsibility.

## **7. Music & Entertainment**

- Any music played at the event must be at a reasonable volume and respect the licensing restrictions of the Venue.
- Live music or DJ services are not allowed in the Wine Bar or Tasting Shed, due to licensing requirements.

## **8. Audio/Visual Equipment**

- The Venue can provide basic audio/visual equipment (bluetooth speakers, projector, screen) upon request and subject to availability.
- Any additional audio/visual equipment requirements must be approved by the Venue and arranged by the Client at their own expense.

## **9. Health & Safety**

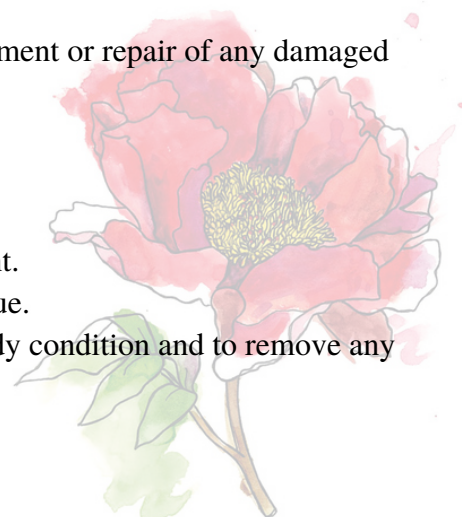
- The Client is responsible for the health and safety of their guests during the event.
- The Client is responsible for supervising children at all times, and preventing them from causing damage, disturbing other customers and/or roaming around the premises.
- No alcohol will be served to guests under the age of 18. ID verification will be required for any guest appearing under 25 years old.
- The Client is responsible for preventing any proxy drinking.
- The Client agrees to comply with all fire safety regulations and any instructions from Venue staff.
- No illegal substances or activities are permitted on the premises.

## **10. Damage & Breakages**

- The Client is liable for any damage caused to the Venue or its property during the event by the Client or their guests.
- The Venue reserves the right to charge the Client for the replacement or repair of any damaged items.
- Any drinking glass breakage will incur a £2 fee per glass.

## **11. Cleaning & Decorations**

- All decorations must be approved by the Venue prior to the event.
- The use of pins and needles is strictly prohibited within the Venue.
- The Client is responsible for leaving the Venue in a clean and tidy condition and to remove any decorations.



- The Venue reserves the right to charge an extra £100 cleaning fee if the condition of the hired spaces, garden, car park or bathrooms requires excessive additional cleaning.
- The use of confetti is strictly prohibited within the Venue. A £100 cleaning fee will be applied if confetti is used without prior permission.

#### **11. Termination**

- The Venue reserves the right to terminate the event and remove any guests if the Client or their guests breach these terms and conditions or behave in a disorderly, drunk or inappropriate manner.

#### **12. Governing Law**

- This agreement is governed by the laws of England and Wales.

#### **13. Entire Agreement**

- These Terms and Conditions constitute the entire agreement between the Venue and the Client, superseding any prior communications, representations, or agreements.

**Thank you for choosing Stanlake Park for your private event. We look forward to celebrating with you!**

