



## BOOTH HIRE

### TERMS AND CONDITIONS FOR YOUR EVENT

Please find below our terms and conditions to which we will ask you to agree when you pay your deposit. All prices are inclusive of VAT at the current rate and do not include service charge.

#### Deposit

We do require a 50% deposit of your agreed minimum spend to secure the date and the remaining balance to be paid at least 1 week prior to your booking. This will be deducted from your final bill on the night. If you fail to meet your pre-paid minimum spend on the day of your booking the difference is none transferable & none refundable.

#### Changes to the date of your booking

If you tell us by email [events@albertsschloss.co.uk](mailto:events@albertsschloss.co.uk) no later than 14 days prior to your event that you would like to change the date we will:

- Try to accommodate your new date, subject to availability.
- Use your deposit towards the new date
- You may need to be requoted to match business requirements at the time of rebooking
- You may need to pay an additional deposit if the value of your new booking is more than the original

#### Cancellation

We appreciate that event plans can change. If you cancel more than **four weeks** before your event, we will cancel your booking and the full deposit will be refunded.

If you give us between **two and four weeks'** notice of cancellation, we will cancel your booking and retain 50% of the deposit.

If you cancel with **two weeks or less notice**, we will cancel your booking and retain the full deposit.

#### Venue Fixtures, Fittings & Property

Any unnecessary damage caused to the venue or equipment by your party will be charged for at cost price for the item and labour for any fittings.

#### 21 WEEKEND / CHECK 23

On Friday & Saturday after 6pm we operate an over 21-year-old policy.

Therefore, if you are fortunate enough to look 23 or under, proof of age may be requested.

Our approved forms of ID are valid Driving Licence, valid Passport, Military ID, any other form of ID with the PASS hologram on.