

## **WEDDING HIRE** **Terms & Conditions of Hire**

### **1. Cancellation**

If this contract should be terminated or cancelled, the following terms apply:

- a) The client should notify the catering department in writing at any date prior to the date of the function
- b) The Pavilion Centre will endeavour to resell the function space and to obtain an equal profit margin. In the event that the function space is resold, the client will reimburse the venue for any shortfall in profit as a result of the cancellation. If the function space is not resold, the client will pay the venue the following amounts:

*Over 90 days prior to date of event: No additional charge other than deposit retained*

*30 – 89 days prior to the date of the event: 10% of total anticipated costs*

*29 – 7 days prior to the date of the event: 50% of total anticipated costs*

*Within less than 7 days: 90% of total anticipated costs*

### **2. Caterers**

The Pavilion Centre would like to be notified of the external caterer who will be in charge of your event. It is the responsibility of the client & the caterer to negotiate monies, deposits and terms of conditions.

### **3. Deposit of Hire of the Pavilion Centre**

A 25% deposit of the total anticipated costs is required to confirm the booking & a final payment to be paid one calendar month before the event.

### **4. Entertainment**

We request that all entertainment is concluded by 12 midnight and all guests have departed by 12.30am, unless otherwise agreed by The Pavilion Centre and the client.

### **5. Environment**

It is the responsibility of the hirer to ensure that all wastage is removed and recycled where appropriate. The Pavilion will be happy to dispose of any glass, plastic, cardboard & paper on site but allowing it is kept to a minimum.

### **6. Fireworks**

Firework displays large or small are permitted on the grounds using a reputable company.

### **7. Health & Safety**

The Hirer must comply with all the Pavilion Centres Health & Safety regulations. The hirer shall notify immediately on becoming aware of any accident or injury occurring at the venue. Any electrical equipment brought into the venue must have a current PAT certificate which must be presented on the day. Any equipment brought in by contractors arranged by the hirer must have current risk assessments and Public Liability Insurance.

### **8. Pavilion Centre Property**

And damage caused to the venue or its property or its contents will be the responsibility of client.

### **9. Confetti**

The use of Confetti is allowed inside & outside the venue allowing that it is bio-degradable.

*Please note that the terms quoted on this information are subject to alteration without notice.*

**Royal Cornwall Agricultural Association**

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