

# THE LEFT BANK VILLAGE

## Events – Terms & Conditions

**Event at The Left Bank Village on .....**  
**between .....**

The agreed sum for Event is outlined in your invoice. This covers the use of the ..... room. This amount covers the use of tables, chairs, white linen table-cloths (if required) and linen napkins. Our heating and sound systems would also be available to you at no extra cost.

Catering is included as per the invoice. All catering must be provided by The Left Bank Village's team of professional chefs for all food including canapés, hog roasts, evening food etc. Outside caterers are not permitted. The only exception to this is the organiser bringing a Birthday Cake.

The bar, bar-staff and all drinks must be provided by the Left Bank Village. We will supply a comprehensive selection of wines, spirits, ales and ciders for sale for the event. Drinks are included as per the invoice. Please note, all drinks are now ordered using a smartphone. Drinks cannot be purchased directly from the Bar. Alcoholic party favours are strictly not permitted.

Entertainment – The Left Bank Village House DJ. Please let us know if our DJ is required. The cost of the house DJ will then be shown on your invoice.

Accommodation – Accommodation is available in Gwynne House, and if required it will be shown on your invoice.

Set up times for the event depends on the room your event is being held; this would have been explained upon enquiry. Our team will be here to help you decorate.

You will need to arrange the removal of your items with your coordinator. All items must be removed on the night of your party, not the morning after.

We cannot take responsibility for items left behind after an event or left behind the bar at any point. We can't take responsibility for cards and gifts given to you by your guests so please ensure to take care of these belongings yourself.

### Weddings & Functions Cancellation Charges etc.

1. Payment of a £500 non-refundable deposit is required at the time of booking.  
OR Payment in full is required at the time of booking.

2. The balance of payment is to be made by regular instalments as set out in your invoice, with the final balance to be paid 4 months before your event. A surcharge of 10% is charged for payments received after this time. OR Payment for all other services e.g. additional Catering, Music and Drinks are due three months prior to the event, a surcharge of 10% is charged for payments received after this time.
3. Functions cancelled more than 9 months in advance will incur a 25% cancellation fee of your total invoice.
4. Functions cancelled more than 3 months and up to 9 months prior to the wedding will incur a 50% cancellation charge of your total invoice.
5. Cancellations made up to three months prior to the wedding will incur a 100% cancellation charge (payment for the invoice in full).
6. Charges are calculated as a percentage of the total booking value including extras either at the time of cancellation or the value of the first invoice, whichever is highest.
7. Final numbers are required 30 days prior to the event (this will be the minimum number charged).
8. Due to hygiene policy, please note that food items can only be left on display for a maximum of four hours, after this time the food must be binned. We cannot keep food that has been on display. We are unable to serve any food items not prepared or supplied by ourselves, however we do reserve the right not to serve any such cakes which we feel would be a risk to health.
9. Damage to linen such as cigarette burns & candle wax will result in the full replacement costs at the current rate.
10. Please note that we will not cater for guests with severe allergies. Guests with severe allergies must bring their own food in a sealed container to avoid cross contamination.

### Cancellation or Postponement

To be clear, if an unfortunate event occurs and you need to postpone, you must pay the full postponement charge, you will not be offered a complementary move.

You will be offered an alternative event date without additional charges if your proposed wedding date becomes subject to a government instruction that weddings are either banned or restricted to less than 50 guests on the actual date of your event.