**Myatt’s Fields Park**

**Confirmation of Booking**

When completing this booking form, please take care and ensure you have read and fully understood the Terms and Conditions of booking in Myatt’s Fields Park. By signing this contract, you are entering into a binding agreement. Please complete and confirm the required information below.

**This Hire agreement is between:**

Myatt’s Fields Park Project, in partnership with Lambeth Landscapes, Cormont Road, London, SE5 9RA **(“MFPP”)and (“the hirer”)**

**Hire Details:**

**Purpose of hire:**

**Number of people attending:**

**Date of event:**

**Premises:**

**Times of hire:**

**Hire fee:**

**Events coordinator fee:**

**Refundable deposit:**

**Total to pay:**

**Area of Hire and Capacities**

The Hirer agrees to act respectfully towards the Premises it Hires and all other parts of the Premises.

The Hirer shall not sublet its booking to any other user.

**Included within the hire:**

**Declaration**

By signing this contract, I am confirming:

1. All payments are non-refundable and should be paid by the due dates. (with the exception of the refundable deposit)
2. All suppliers used onsite will be agreed by the venue. BBQ and open flames are not permitted anywhere on site.
3. All details on this form are correct and I agree to keep Myatts Fields Park up to date with any changes, and pay for any additional items used or over-run.
4. I understand that by signing this booking form I am entering into a contract with the venue

**Name:**

**Date:**

**Sign:**

**Myatt’s Fields Park Project**

**Terms and Conditions for Event Bookings**

**“We”, “Our”, “MFPP”, “Myatt’s Fields Park Project” and “Us” refer to Myatt’s Fields Park Project.**

 **“You” and “Your” refer to clients of Myatt’s Fields Park Project.**

**Myatt’s Fields Park Project will undertake to provide the agreed services subject to the following terms and conditions:**

* + - 1. **Payment schedule**: A non-refundable deposit of 50% of the fee must be paid at the time of booking. The full, remaining balance must be received and cleared by our bank not less than two months before the event as per our terms of payment and confirmed on your final invoice.
			2. **Deposit:** A refundable security deposit of £50 is charged. If there are no charges, this will be refunded into your bank account on the payment run following the wedding –payment runs take place on the 9th or 10th of each month.

Charges will be made against the security deposit in the following circumstances:

* If any final small items are hired on the day eg, extra tables, gazebo (if available)
* If the event over-runs and is not clear by the end of the booked time. Additional time will be charged at double rate.
* If the park or structures within it are damaged by the guests or suppliers.
* If litter and recycling is not cleared by your caterers.
* Other unforeseen circumstances levying a financial toll on MFPP

3. **Prices:** All venue fees and hire prices are as quoted at the time of booking (i.e. the date that the deposit was received by MFPP).

Prices prevailing at the date of booking will be held until the date of your event. A change/transfer of date of your event will be treated as a new booking and will be secured on payment of a new deposit and will be accepted on the T&Cs and prices prevailing at the date of the new booking.

4. **Cancellations:** Should you need to cancel the venue, for whatever reason, you must do so in writing. 50% of the total booking fee will be retained by MFPP if the event is cancelled anytime up to 6 weeks beforehand. Cancellations during the 6 weeks running up to the events date will be charged 100% of the total fee.

6**. Confirmation** of final numbers, timings and all other details is required at least one month before the event, unless a different time-scale is mutually agreed between the client and the Event Manager.

7. **Access**, Up to 1 vehicle may park in the park depot yard. Other vehicles may only access the park with prior agreement, and must drive at walking pace, we reserve the right to refuse access to grassed areas on the day if grass is sodden.

8. **Property:** Although we will endeavour to keep safe any lost property, we cannot be held responsible for the loss, damage or theft of any personal items belonging to you, your guests or suppliers, including any wedding presents or decorations you may ask us to handle.

All items brought into Myatt’s Fields Parks for the event must be taken away again. Deliveries and collections must be completed on the same day of the event, within the hire times, please confirm timings with the Event Manager at least one month ahead of the event. We ask you to consider if any storage is required, there may be a charge for this.

9.**Liability:** The client will be liable for any damage caused to park furniture, the bandstand, flower beds, trees or any part of the park, by the client or a guest or supplier of the clients.

10**. Licenses** If you intend on supplying alcohol or catering at your event, please confirm with the Event Manager to ensure the appropriate licences are in place.

**Wedding ceremonies** must be booked in with Lambeth Council’s registrar by the client.

11. **Noise:** If music is to be played, musicians must adhere to the park noise level as per the Council’s licence on the day of the event. The Event Manager will advise the client of this level.

12. **Safety** The welfare and safety of your guests or suppliers, including any children, is your responsibility, and you must carry out your own risk assessment as you deem necessary and make your own supervision arrangements.

**12. General:** If at any stage during your event you are in any way concerned about any aspect, please bring it to the immediate attention of the Event Manager in order for us to attempt to resolve the matter. We are largely unable to resolve any such problems after the event. You are aware that this is a public venue, accessible by the public at all times.

MFPP are not responsible for the provision of any services at the venue other than providing the venue itself, cleaning and additional items as agreed with the client. You must separately contract with all other service providers you may deem necessary on your own terms including, but not limited to, florists, caterers, musicians, sound engineers, photographers, on-site security, first aid, and child supervision during the course of your event.

Myatt’s Fields Park is an outdoor venue, MFPP cannot guarantee the weather on a given day, no refunds will be made in the event of bad weather. We reserve the right to close the Park in the event of extreme weather conditions posing a danger to park users or as a result of a force majeure event, in such cases, refunds will be considered on a case by case basis.

13. **The contract**, once formed by payment of the initial deposit, is based on the understanding that the provision of MFPP services are for providing the venue for a wedding ceremony and any associated reception for the principal contract holders exclusively and that these services are not transferable wholly or in part to any other event or date.

14. We reserve the right to cancel the contract and return any funds paid without liability in regard to contractual obligations or recourse.

If you require clarification of any aspect of our terms and conditions, please do not hesitate to contact us on manager@myattsfieldspark.info.

Myatt’s Fields Park Project is a registered charity, number 1139256.

Myatt’s Fields Park Project, The Old Depot, Cormont Road, London, SE5 9RA

**Name:**

**Date:**

**Sign:**