

Terms and conditions

Venue booking for Maida Hill Place

Please pay by bank transfer or cash.

Bank Account: Maida Hill Place Ltd ● Account Number: 19596090 ● Sort Code: 09-01-56

PAYMENT

Upon accepting these terms, and to secure your booking, you will owe Maida Hill Place:

- 100% of the booking fee plus a £200 deposit. The deposit covers potential losses, breakages, cleaning and overrun.
- Payment must appear as cleared funds at least 30 days prior to your event date.
- All date bookings are provisional and subject to change until full payment has been made. If you fail to make the payment within the time requested, Maida Hill Place reserves the right to release your booking dates without notice.

YOUR BANK DETAILS

For return of deposit and cancellation refunds, please supply:

- Bank account name
- Account number
- Bank sort code

CHANGES TO BOOKING

- Requests to change the dates and times of your booking is at the discretion and with a written approval of Maida Hill Place.

CANCELLATION TERMS

- The full booking fee is refundable if the booking is cancelled 30 days prior to the event date. There is no refund for late cancellation.

BOOKING OVERRUN

Overruns are priced at the same hourly rate as the booking.

SETTING UP EVENT

- Your booking includes use of Maida Hill Place equipment, such as tables, chairs, dinnerware and the music system.
- Your set-up and take-down times are included within the booking hours.
- Use of the projector should be requested at the time of booking.
- It is the client's responsibility to set up the spaces for their events and to return the spaces to the same state within booking hours.
- No items should be attached to the walls, doors or ceiling without prior agreement.

CLEANING

Maida Hill Place will ensure that hired spaces are provided clean for clients. Clients are expected to leave the hired spaces in the same state of cleanliness as they found them in. If spaces are not left up to Maida Hill Place cleaning standards a £80 fee of will be deducted from the deposit.

KITCHEN HIRE

- For kitchen bookings all the equipment in the kitchen is available for use. Clients can request use of additional equipment by prior agreement.
- Clients are responsible for hire and return of any equipment from third party.
- Clients are responsible for removal of food waste from kitchen to the allocated storage area.
- The kitchen must be cleaned after use. A £80 fee of will be deducted from the deposit for any additional cleaning.

DELIVERY & STORAGE

- By prior agreement you can arrive at Maida Hill Place the day before your booking to take deliveries. Clients are expected to carry all equipment into the storage areas.
- All your equipment, food and beverages should be labelled with your name and date.
- Equipment, food and beverages can only be left behind after your booking by prior agreement from Maida Hill Place. It should be collected within 48 hours after your booking. Items left after this date can be disposed of by Maida Hill Place.

LIABILITY

You should ensure you provide Maida Hill Place with a copy of your Public Liability insurance.

You are responsible for any damage caused by you or your guests to the property of Maida Hill Place.

PAPERWORK

At least seven days before your event you need to email or send us your:

- Public Liability Insurance certificate
- Level 2 hygiene certificate

ACCEPTANCE

Acceptance of these terms forms a legal contract between Maida Hill Place and you.