

PARTY TERMS AND CONDITIONS

1. All prices quoted in our special quotation are correct at time of writing. We reserve the right to alter price or quotation at any time prior to the function. An alteration in price will only occur if we suffer an increase in our costs, and/or your requirements change.
2. Bar and wine prices are correct at the time of printing, but such items are subject to alteration without notice.
3. Approximate numbers of guests must be supplied at least five days prior to the function and a guaranteed number of guests are required at least three days before the function.
4. The charge will be based on the guaranteed number or the actual attendance, whichever is the greater.
5. A deposit of £500 will be taken as confirmation of booking. The remaining amount must be paid in full at least 14 days prior to the event.
6. Cancellation of bookings:
If you cancel your function, you will be subject to cancellation fees as set out below. Cancellation fees will be based on the quoted price per guest multiplied by the approximate number of guests, or, if guaranteed numbers have been given, the guaranteed number of guests.

Cancellation fees:

Up to 28 days before the function – deposit only

Between 28 days and up to 7 days before the function – 20% of the total price plus the deposit

Between 7 days and the day before the function – 75% of the total price plus the deposit

On the day of the function – 100% of the total price including the deposit.

7. Prices are subject to Value Added Tax unless marked otherwise.
8. The hirer is responsible for all breakage or loss of equipment, stock and/or hire furniture, or any damage caused whatsoever to the clubhouse and its surrounds during the period of hire. These will be charged at replacement cost.
9. Hurtwood Park Polo Club shall not be liable for any non-fulfilment due to causes beyond the owner's control.
10. Hurtwood Park Polo Club will not be held accountable for anyone who fails to bring to our attention any food allergies.