



National Trust Jersey

Patron: HRH Prince of Wales

16 New Street

16 New Street, St Helier, Jersey JE2 3RA.

All events are subject to the following Terms & Conditions

Payment & Cancellation of Bookings

- 1) Full payment must be made at the time of booking.
- 2) If a booking overruns the agreed finish time, the additional time spent on site will be charged at a rate of £100 per hour.
- 3) In the unlikely event that the hirer decides to cancel a booking, the Trust will offer a 50% refund provided that it is given at least 28 days notice in writing prior to the date of hire. The Trust regrets that it is unable to offer refunds for any cancellations made less than 28 days before the date of the hire.
- 4) Depending on the nature of the event taking place, a £1,000 refundable deposit may be required in case of damage.

Advertising

- 1) No signage or banners may be erected on the site without prior written permission.
- 2) No mention or inclusion of the name, logos or property of The National Trust for Jersey may be included in advertising or literature relating to the hire of the venue without prior written permission from the Trust.

Changes to the Site

- 1) No alterations, additions, removals or defacing of the site, whether temporary or permanent, may be made without the prior written consent of the Trust.
- 2) No property or element thereof belonging to the Trust shall be removed from the site, or used in any way, without prior written consent.
- 3) The hirer and their suppliers shall not interfere with the normal operations of the site, or restrict visitor access to any area, without prior written consent.

Entertainment and Noise

- 1) The Trust must be informed of any entertainment involved in a hire/event.
- 2) Noise from entertainment or crowds must be kept within reasonable limits, and be within the regulations laid down by the local authorities. If an unacceptable level of disturbance occurs, the Trust retains the right to ask the hirer and all guests to vacate the site immediately without notice.
- 3) All events must finish by 11pm.

Sub-contractors

- 1) Contact details for all sub-contractors involved with the event, including caterers, must be forwarded to the Trust in advance.
- 2) The Trust does not provide catering materials. Caterers must provide their own crockery, glassware, table linen, etc. Caterers must remove and dispose of all catering materials, as well as rubbish, when they vacate the property.
- 3) A schedule will be required from all suppliers detailing their setting up and clearing away procedures, including times of access. If possible, wine and/or flowers should be dropped off during House Opening Hours (Weds-Fri, 10am-4pm).
- 4) All suppliers and sub-contractors should conduct themselves in an appropriate manner and abide within the Health & Safety regulations. Noise and nuisance must be kept to a minimum.
- 5) All suppliers and sub-contractors including catering staff must be made aware of the conditions outlined in this agreement and comply with them fully.

Setting Up/Clearing Away

- 1) The site must be kept clean and tidy and free from rubbish at all times.
- 2) All waste materials relating to the hire of the site must be disposed of or removed from the site immediately after the event; all spillages/damage of any kind must be reported to the site manager as soon as possible. If Trust staff are required to clean the site after the event the hirer will be charged at a rate of £50 per hour.
- 3) All equipment used for the function, which is not supplied by the Trust, must be removed from the site immediately after the event. If, for some reason, this is not possible, then all such equipment must be removed before 10am on the following morning.

Continued overleaf...

The National Trust for Jersey

The Elms, La Chève Rue, St. Mary, Jersey, Channel Islands JE3 3EN

Telephone 01534 483193 email: enquiries@nationaltrust.je www.nationaltrust.je Twitter: @NatTrustJersey

Health & Safety, Accidents and Damage

- 1) The hirer or event organiser has a primary duty of care to their guests in relation to health and safety.
- 2) It should be understood that the Trust is only responsible for the safety and security of the site, not the event. The hirer must be responsible for all health and safety issues that arise from their use of the site.
- 3) It is further agreed and understood that the sole obligation of the Trust is to make available to the hirer the area(s) to be hired and the facilities, as specifically agreed. The use by the hirer of the area(s) to be hired is at the sole and exclusive risk of the hirer and the hirer renounces and abandons any claim which might otherwise arise against the Trust in respect of loss or damage or personal injury incurred or suffered by any person in the area(s) to be hired during the period of hire howsoever arising, and the hirer hereby indemnifies and holds safe the Trust against liability.
- 4) The hirer will be liable for any accidental or wilful damage caused to Trust property, objects therein and the natural environment, by suppliers and guests. By accepting the use of the land and property, the hirer will be deemed to accept liability for any repairs arising from that use. In cases of accidents and damage, the hirer accepts that they will be charged at the discretion of the Trust.
- 5) Accidents and damage must be reported to the site manager immediately, so that appropriate action can be taken to minimise risk of permanent damage.
- 6) No entrance, exit or emergency access route may be obstructed at any time.
- 7) The total number of people attending an event must be agreed with the house manager in advance.

Restrictions

Due to the delicate nature of this historic building the following items may NOT be used/ consumed on the premises:

- 1) Stiletto heels, unless capped with plastic protectors (available from the Trust)
- 2) Red wine, unless served when seated at lunch or dinner
- 3) Dark-coloured fruit juices such as pomegranate, blackcurrant and blueberry
- 4) Chewing gum

Whilst the furniture and fittings in the Club Room have been chosen so that they may be used, they are nevertheless delicate antiques that must be treated with respect. The handling of furniture and objects in every other space, excluding the Club Room, is strictly forbidden. In particular, please advise your guests not to place handbags or drinks etc. on polished surfaces.

General

- 1) No smoking is permitted anywhere in the building.
- 2) Adequate ashtrays/sand buckets must be provided and placed in designated areas outside the premises for the disposal of cigarette butts. Such receptacles must be removed and disposed of safely at the end of the hire.
- 3) The Trust reserves the right to intervene in, and stop any entertainment or action, or even suspend the event, should any of the terms and conditions be breached.
- 4) Please note that you are obliged to make your wedding photographer aware that some of the exhibits and displays at National Trust sites are protected by copyright law.
- 5) The minimum age for the hire of a National Trust property is 25.
- 6) No item, of any kind, may be sold on a National Trust site without prior written permission.

Please find below a list our recommended caterers*

Ormer /Shaun	SD Caterers	Treacle Limited	T&N Caterers	Niche Events	Harpers Catering
Rankin Caterers	Contact: Steve Elson	Contact: Susie Sharp	Contact: Nathan or	Telephone: 01534	Tel: 01534 865799
Telephone:	Email: steven@	Email: susie@	Trevor	737733	Email: enquiries@
01534 725100;	sdcatering.je	treaclejersey.com	Email:	Email: nicheevents@	harperscatering.
Email: catering@			tandncatering@	yahoo.com	co.uk
shaunrankin.com			gmail.com		

*If you wish to use an alternative caterer, please discuss this with the house manager at the time of booking. Alternative caterers must be briefed and vetted by the Trust prior to the event.

I, the undersigned, understand and agree to the terms and conditions outlined in this document.

Signed

Name

Date

Office use only

Date form received:

Enclosed payment: