



Dorney Court

Terms and Conditions of Hire



TERMS AND CONDITIONS OF HIRE

DEFINITIONS

- 1 Applications for hire
- 2 Payment of Charges
- 3 Damages Deposit
- 4 Cancellations
- 5 Sub-Letting
- 6 Supervision of the Premises
- 7 Right of Entry
- 8 Loss, Damage or Injury
- 9 Third Party/Public Liability Insurance
- 10 Taxes, Fees etc
- 11 Damage, Decorations, Advertising, and Pyrotechnics
- 12 Damage to Property
- 13 Compliance with Statutes and Regulations
- 14 Permitted Numbers
- 15 Stewards, Ushers, Uniformed Attendants etc
- 16 Obstruction of Passageways etc
- 17 Electrical Installations
- 18 Exhibitions considered to be dangerous, undesirable or unsuitable
- 19 Films & Media
- 20 Animals and Birds
- 21 Smoking
- 22 Use of Amplified Sound or Music
- 23 Catering
- 24 Time of Termination
- 25 Delivery and Removal of Goods and Refuse
- 26 Access onto the Premises and Availability
- 27 Car Parking
- 28 Emergencies
- 29 Governing Law & Jurisdiction

APPENDIX A

Electrical installations at Event



TERMS AND CONDITIONS OF HIRE FOR THE HIRE OF:

- A. DORNEY COURT;**
- B. THE COACH HOUSE BARN; AND**
- C. THE DORNEY COURT ESTATE & GROUNDS**

Together referred to as the 'Premises' in the Terms and Conditions.

It should be understood that the house and the surrounding grounds are essentially a private family home hired on an occasional basis for outside commercial use to help with the restoration and running costs of the Dorney Court Estate. Dorney Court and the outbuildings form together a Grade 1 listed Tudor Manor, c. 1440.

Please note that references to the "Owner" are references to James and Anna Palmer as well as their employees, agents and assignees.

1 APPLICATION FOR HIRE

- 1.1 All applications for the hire of Dorney Court and/or the Coach House Barn and/or any part of the grounds together with our catering and event management services must be made in writing on the prescribed Booking Form and, when completed, shall be returned to:

The Events Manager Dorney Court
Court Lane Dorney Windsor
Berkshire SL4 6QP ENGLAND

All subsequent enquiries and correspondence shall be made to this address or alternatively:

E-mail: events@dorneycourt.co.uk

Tel: 01628 603505 or 01628 604638

- 1.2 Applications for hire will not be accepted from persons under 18 years of age.
- 1.3 The Hirer shall fully explain the purposes, the nature and all activities associated with the proposed event.
- 1.4 The Owner reserves the right to refuse any application for hire and shall not be required to offer any reason or explanation. If the event is not being held in accordance with the description provided by the Hirer it may be stopped by the Owner. The right is reserved to stop an event if in the Owner's view it is not being properly conducted.
- 1.5 No public announcement of the hiring shall be made until the application has been granted and the appropriate deposit or full fees paid.
- 1.6 A booking will be deemed to be confirmed at such time as the required non-refundable deposit, as set out below (see paragraph 2), has been received by the Owner.
- 1.7 Hire of the Premises is solely in respect of the event described by the Hirer on the Booking Form. Only those parts of the Premises agreed in writing with the Owner are available to the Hirer during the hire period.
- 1.8 The number of persons on the Premises must not exceed the number referred to on the Booking Form. The permitted number does not include the Hirer's contractors and other third parties incidental to the event.
- 1.9 The hiring is personal to the Hirer and is not assignable
- 1.10 The Owner does not give any warranty or assurance that the Premises are suitable for any purpose.



2 PAYMENT OF CHARGES

- 2.1 Where the hiring is to commence within three months of the date of acceptance of the application, the total fee is payable immediately unless otherwise agreed with the Owner in writing.
- 2.2 Where the hiring is to commence more than three months but less than six months after the date of acceptance of the application a non-refundable deposit of 50% of the charge is payable. Payment is due within 2 weeks of the invoice being issued.
- 2.3 Where the hiring is to commence more than six months after the date of acceptance of the application a non-refundable deposit of 30% of the charge is payable. Payment is due within 2 weeks of the invoice being issued.
- 2.4 The balance of the total charge is due and payable not less than 3 weeks before the commencement of the hiring and unless it is so paid the Owner may cancel the hiring and retain the deposit already paid.
- 2.5 Where there is a material change to the scale and/or nature of the hiring, the Owner reserves the right, at his discretion, to alter the fees and timetable referred to in this paragraph although only in so far as it is reasonable and proportionate to do so.
- 2.6 Where any payment is not made when due and payable, the Owner reserves the right to cancel the booking and re-offer the event date.
- 2.7 For groups of twenty persons and below the total of the quoted price per head becomes the minimum price for the whole group and no reduction will be made if the numbers are reduced.
- 2.8 The amount of the deposit due will be notified to the Hirer on the Booking Form (the initial deposit).
- 2.9 The Owner reserves the right to vary the amount of any initial deposit depending on the type of hiring.
- 2.10 Receipts will only be issued on written request accompanying payments.
- 2.11 Any extra goods consumed or services provided and other sundry charges will be invoiced after the event and will be payable within 2 weeks of the invoice being issued.
- 2.12 An automatic late payment charge will be made on the last day of every month on all outstanding accounts on the basis of 5% of the total amount outstanding on that date.
- 2.13 If, for whatever reason, the hiring, meaning any use of the Premises connected with the event, goes beyond the hire period then additional charges will be due and payable as follows:
 - 2.13.1 If the event goes one to two hours over the hire period, an additional fee of 5% of the total charge for the event is payable to the Owner.
 - 2.13.2 If the event goes two - twelve hours over the hire period, an additional fee of 25% of the total charge for the event is payable to the Owner.
 - 2.13.3 If the event involves the use of the Premises beyond twelve hours after the expiry of the hire period, an additional fee per hour is charged. See Summary

3 DAMAGES DEPOSIT

- 3.1 In addition to the hiring charges the Hirer shall if so required by the Owner deposit with the Owner the sum of £600 as security for payment for any damage or loss occasioned to the Premises ~~or~~ any property belonging to the Owner. The damages deposit is subject to change depending on the type of hiring and at the discretion of the Owner.



- 3.2 The damages deposit request will be sent electronically prior to the hiring.
- 3.3 Damages, if any, will be assessed and recorded as soon as reasonably practicable after your event and you will be notified of relevant costs to be incurred.
- 3.4 The damages deposit may also be used to pay for any extra goods or services ordered and authorized by you, or on your behalf and with your authority either during the event itself or during the final lead up to it (e.g. extra drinks).
- 3.5 The damages deposit will be refunded within 2 weeks of the end of the hiring period less any costs for damages and/or extra goods or services as referred to in paragraph 3.4 above.

4 CANCELLATIONS

- 4.1 Initial deposits used to confirm the hiring are non-refundable.
- 4.2 Cancellations made within five months of the date of the hiring will incur a 90% charge of the total agreed price (inclusive of any VAT or additional charges). Cancellations made within five and eight months of the date of the hiring will incur a 50% charge of the total agreed price (inclusive of any VAT or additional charges). Cancellations made within 8 months or more of the date of the hiring will simply forfeit the initial deposit, which is non-refundable in all cases. In any event, the Owner advises and encourages the Hirer to take out insurance against this eventuality.
- 4.3 The Owner may cancel or terminate any hiring: if there is any omission from or misstatement in the Booking Form, if the Premises are hired or used for any purpose which they have not approved or if there is any breach of the Terms and Conditions.
- 4.4 In the event of cancellations under paragraph 4.2 the Hirer shall be liable to the Owner for any costs, expenses and losses incurred by the Owner.
- 4.5 If, for any reason, the hiring is cancelled by the Owner, the Owner shall not thereby incur any liability whatsoever to the Hirer other than for the return of such hiring charges as shall have been paid by the Hirer. Hirers are strongly advised to insure against this eventuality.
- 4.6 Where the Owner reasonably believes that the hiring damages or is likely to damage the reputation of the Owner and/or the reputation of Dorney Court, or offends against any statute or regulation binding upon the Owner, the Owner may, without further liability and at his absolute discretion, terminate the hiring immediately on notice.
- 4.7 The Owner shall not be liable to the Hirer or his clients or guests or anyone else allowed onto the Premises for the event in the case of any happening making the Premises unavailable for the event or in respect of any loss arising out of any electricity failure, water leakage, theft or damage to property or Act of God other than by reason of the Owner's wilful default. Hirers are strongly advised to insure against this eventuality.
- 4.8 Where a hiring is frustrated by the impact of Covid-19, the Owner will use reasonable endeavours to offer the Hirer an equivalent, alternative date at no extra cost save for an administration fee or third-party fees where appropriate. If an equivalent date is not available, then adjustments to the cost of hire would be applied.

5 SUB-LETTING

The Hirer shall not sub-let, or attempt to sub-let, the Premises or any part thereof.

6 SUPERVISION OF THE PREMISES

- 6.1 There shall be present throughout each day of the hiring a person or persons, being the Hirer and/or a nominated representative of the Hirer who shall accept responsibility for ensuring the effective control and supervision of the Premises and all persons therein and for compliance with these conditions, and the name, address and status of such person(s) shall be communicated to the Events Manager at the commencement of each day of the hiring.
- 6.2 Nominated representatives should make themselves known to the Owner's staff on duty.

7 RIGHT OF ENTRY

The Owner reserves to himself, his family, agents and staff the right of entry at all times to any of the Premises hired by the Hirer and the Hirer must arrange for reception staff, stewards and security officers to be instructed accordingly.

8 LOSS, DAMAGE OR INJURY



- 8.1 So far as permitted by law the Owner, and the Owner's staff, officers, contractors and agents will not be liable to the Hirer or any other person for:
- (a) any damage to person or property arising from any act, omission or misfeasance by the Owner, or its employees, agents or independent contractors, or from the state and condition of the Premises or of any other part of the Dorney Court Estate or any adjoining property of the Owner;
 - (b) any failure to perform any obligation in connection with the hiring, unless the Hirer has given the Owner written notice of the facts giving rise to that failure and allowed the Owner a reasonable time to remedy the matter.
- 8.2 The Hirer shall indemnify the Owner, its officers, contractors and agents from and against all claims, demands, actions, expenses, damages, penalties or proceedings arising out of or in any way connected with the hiring in respect of:
- 8.2.1 any loss, theft, or damage of or to any property of any person not privy to the hiring agreement in or upon the Premises.
 - 8.2.2 the death or injury howsoever or to whomsoever caused which shall occur while such person is in or upon the Premises or any part thereof or in respect of any loss or damage suffered or sustained by any person in consequence of such death or injury.
- 8.3 Hirers will be responsible for any loss or damage sustained by any person on the Premises during the hire period whether to personal clothing, motor vehicles or other personal property and for meeting and satisfying any claims howsoever and whatsoever arising.
- 8.4 Hirers accept responsibility for loss or damage suffered by any employees, contractors or other parties who are on the Premises either directly or indirectly as a result of the hiring.
- 8.5 Under no circumstances will the Owner make good or accept responsibility or liability in respect of any loss, theft or damage, howsoever or by whomsoever caused of or to any goods or property whatsoever of the Hirer in or upon the Premises whether deposited with any officer or servant of the Owner.
- 8.6 The Owner will not be liable for any loss occasioned to the Hirer as a result of the breakdown of equipment, a failure in the supply of electricity, a leakage or penetration of water, a fire or explosion, a government restriction or an act of God which may cause the Premises to be temporarily closed or the hiring to be interrupted, curtailed or cancelled.
- 8.7 The Hirer will be responsible for any loss or damage arising directly or indirectly from the event including loss of earnings from this and future hiring's and shall indemnify the Owner in respect of any loss, claims, proceedings, damages, costs or expenses or other liability made or brought against or incurred by the Owner arising out of the hiring, including professional fees. Where any dispute arises as to the quantification of loss or damage to any part of the Premises or the Owner's property such dispute shall be referred to a qualified expert to be chosen by the Owner and that expert's decision will be final and binding.
- 8.8 The Hirer shall procure that all such reasonable precautions are taken as are necessary to prevent accidents occurring at or on the Premises and for this purpose shall be deemed to have taken notice of the actual state and condition of the Premises, and activities proposed.
- 8.9 The Hirer agrees that in the eventuality of any claim (against the Owner in connection in any way with the booking) that claim is limited to the total amount paid under this agreement.

9 THIRD PARTY/PUBLIC LIABILITY INSURANCE

- 9.1 Hirers are responsible for taking out insurance to cover any loss or damage during the period of the hiring.
- 9.2 Public liability: the Owner's insurance cover is limited to £10 million. It is a condition of this contract for hire agreement that the Hirer covers himself and his guests, contractors and agents for any excess that may be required and agrees that no claim in excess of £10 million will be made against the Owner.
- 9.3 Nothing shall be done by the Hirer, his clients, guests and connected persons which might render voidable any policy of insurance in respect of the Premises and/or any of the Owner's property or which might render any increased premium payable. The Hirer will indemnify the Owner in the event that any such increased premium falls due.

10 TAXES, FEES, ETC.

The Hirer shall indemnify the Owner and its officers and servants from and against any claim for any duty, tax, royalty or copyright fee payable in respect of any entertainment given by the Hirer and against any infringement of copyright which may occur during the hiring.



11 DAMAGE, DECORATIONS, ADVERTISING, PYROTECHNICS AND CONFETTI

- 11.1 The Hirer shall not cause or permit any person connected with the hiring to drive any nails, screws or other fixings into the walls or floors or into any furniture or fittings on the Premises or do or permit to be done anything likely to cause damage to the Premises or any furniture or fittings. No notices may be affixed to any walls or panelling in any of the rooms whatsoever. Any notices fixed to walls or any other area that have caused damage will be charged to the Hirer. The Hirer will be charged £50 per nail or pin which is found to have been used on the Premises in contravention of this clause.
- 11.2 No notice, sign, flag, bunting, banner, decoration, drapery, or other item shall be affixed to any part of the building or to the furniture or fittings therein by adhesive tape or adhesive substance, unless the prior written permission of the Events Manager has been obtained.
- 11.3 No adhesive tapes may be used to mark wooden or carpeted floors.
- 11.4 Use of the flagpole must be undertaken only by the Owner or the Owner's representatives.
- 11.5 Any exhibition stand construction shall be prefabricated. No painting or making good with alternative products will be allowed on the Premises.
- 11.6 No decorations, flags, emblems, gas-filled balloons or streamers will be permitted either externally or internally without the previous consent in writing of the Events Manager. Where such consent is given, it will be conditional on the use of non-flammable material or material treated with an approved fireproofing substance. The removal of gas-filled balloons from high ceilings will be a charge to the Hirer.
- 11.7 The only confetti permitted to be used on the Premises is natural petals. In the event of the Hirer or their guests throwing man made confetti within the Premises in contravention of this clause there will be a clear up charge to the Hirer.
- 11.8 The Owner reserves the right to remove any poster, emblem or decoration visible to the general public outside the Premises which in the opinion of the Owner shall be or become unseemly or unsightly.
- 11.9 The Hirer shall not display and shall ensure that no other person displays any advertisement or notice relating to the hiring by affixing the same to or utilizing the support of a fence, gate, lamp-post, guard rail, electricity relay box or any other item of street furniture or trees along the boundary of the Dorney Court Estate without the prior written consent of the Owner.
- 11.10 Fires, other naked flames, smoke making machines, indoor fireworks, sparklers, flares and stage pyrotechnics will not normally be permitted in the Premises. Applications in writing to waive this regulation must be made to the Events Manager for consideration and Hirers are advised that additional costs may be incurred if approval is granted (e.g. fire marshalls). Hirers should note that Dorney Court is a largely timber and brick structure and the fire risk is substantial.
- 11.11 No Chinese lanterns are permitted under any circumstances.
- 11.12 No fireworks are permitted without the Owner's prior written consent.
- 11.13 Candles must be enclosed within containers at all times and the Hirer must ensure that any naked flames are kept under control and monitored at all times.
- 11.14 The Hirer will inform the Owner prior to the hire period of any aspect of the event which shall involve any unusual activity or particular fire risk and shall indemnify the Owner in respect of the cost of any special precautions which are deemed necessary by the Owner to counter that risk.

12 DAMAGE TO PROPERTY

- 12.1 During the set-up and dismantling of any event, Hirers must protect all floors, walls, soft furnishings, carpets, rugs, glass, lighting, pillars, cornices, entrances, decoration, artworks, furniture and fixtures and fittings relating to the Premises.
- 12.2 The Hirer shall repay to the Owner on demand the cost of reinstating or replacing any part of the Premises or any property whatsoever belonging to the Owner in or upon the Premises and which shall be damaged, destroyed, stolen or removed during the period of hiring.

13 COMPLIANCE WITH STATUTES AND REGULATIONS

- 13.1 The Hirer shall strictly observe and perform the relevant provisions contained in The Children and Young Persons Act, 1933, the Copyright Act, 1956, or any statutory modification or re-enactment thereof and all other statutory provisions and shall comply with all obligations and requirements of any licensing authority applicable to any hiring and shall indemnify and keep indemnified the Owner, and all other officers and agents of the Owner from all penalties, damages, costs and proceedings which they may incur in consequence of any breach or default in complying with those provisions, obligations and requirements.



13.2 The Hirer shall strictly observe the requirements and regulations of any licensing authority as to exhibitions and Public Entertainment Licensed events and the number of persons to be admitted, number and location of uniformed attendants, arrangement of, widths of gangways between chairs, stands and tables, the requirement to keep free of obstruction any emergency signs, stairways and exits and other like requirements.

13.3 The Hirer shall not allow anything to be done at or on the Premises which might constitute a criminal offence, nuisance or annoyance.

14 PERMITTED NUMBERS

14.1 The maximum number of persons to be allowed admission to the Premises at any one time under the terms of the Entertainment Licence are set out below and the Hirer shall ensure that these numbers are not exceeded:

Dorney Court	120
The Old Coach House Barn	200 (Standing) / 120 (Seated)
Marquee	Unlimited

14.2 The Owner may, in his absolute discretion, reduce the maximum number of persons to be admitted if he considers it expedient or necessary so to do.

15 STEWARDS, USHERS, UNIFORMED ATTENDANTS ETC.

15.1 For relevant events the Hirer shall provide a sufficient number of competent stewards, receptionists and security officers, to secure a proper standard of observance and performance of all regulations and conditions and the ongoing good conduct of all attendees.

15.2 When necessary Hirers are responsible for ensuring that their attendants have been specifically instructed by the Hirer as to their essential responsibilities in the event of fire or other emergency.

15.3 The primary duty of attendants is to ensure that safe conditions are maintained in the Premises and to achieve this they should:-

Ensure that no overcrowding occurs in any part of the Premises Keep all corridors and exits clear at all times

Prevent standing on seats and furniture

Be aware of any special requirements needed to ensure the safe evacuation of the audience/patrons

15.4 Attendants shall be readily identifiable to the public.

15.5 The hire charge does not include the services of the Owner's staff.

15.6 The Hirer shall bring to the attention of any and all receptionists, stewards and security officers notices and information relating to fire and other emergency procedures.

15.7 If more than 60 persons will be present at an event at any one time in Dorney Court the Hirer should consider renting additional portable washroom facilities (Not required for The Coach House Barn). The house has two accessible toilets, one of which is 'outside'.

16 OBSTRUCTION OF PASSAGEWAYS, ETC.

16.1 All gangways, corridors, staircases, passageways, entrances and exits must at all times be kept entirely free from obstruction.

16.2 Fire escapes must be kept clear.

16.3 Doors must not be obstructed or wedged or permanently tied closed.

17 ELECTRICAL INSTALLATIONS

17.1 No alterations or additions to the existing lighting arrangements or connection to the electrical installations shall be made except with prior written permission of the Events Manager.

17.2 The installer of any electrical installation shall complete in full a Completion and Inspection Certificate and return it to the Events Manager when complete. Only upon completion and presentation of this Certificate will electrical power be supplied



to the installation.

- 17.3 The Hirer is strongly advised to bring his own competent technical support for the duration of the event.
- 17.4 The supply of electrical extensions, two-way electrical sockets and internet access is the responsibility of the Hirer. Use of additional electrical equipment is subject to the prior approval of the Events Manager.
- 17.5 Regulations for electrical installations at events are issued at the end of these general conditions. See Appendix 'A'.

18 EXHIBITIONS CONSIDERED TO BE DANGEROUS, UNDESIRABLE OR UNSUITABLE

If anything offered for sale or exhibited on any of the Premises is considered by the Owner or his officers or agents to be likely to be undesirable, in breach of copyright, unsuitable or dangerous to any person or property inside or outside such Premises, it shall on request be removed by the Hirer forthwith.

19 FILMS & MEDIA

- 19.1 The Premises will not be used for the exhibition of film unless film of non-inflammable material is used, and in such cases the rules and regulations of the Entertainment Licensing Authority and all other regulations and requirements must be complied with.
- 19.2 No public announcement by television, radio, press advertising or other media shall be made (as to the object or venue of the hiring), nor shall any broadcast, filming, photography or recording by video or other means be made from the Premises without the Owner's prior written approval, to be obtained at least 28 days in advance of the commencement of the event.

20 ANIMALS AND BIRDS

Except with the prior written approval of the Owner, the Hirer shall not permit any animal or bird to enter or remain on the Premises provided that this condition shall not apply to a guide dog accompanying a visually impaired person.

21 SMOKING

- 21.1 Smoking is not permitted anywhere indoors on the Premises.
- 21.2 The Hirer must provide suitable outdoor receptacles for ash and cigarette litter. Penalty charges will apply if the Owner is obliged to clear up unreasonable amount of litter related to smoking.

22 USE OF AMPLIFIED SOUND OR MUSIC

- 22.1 Music may not be played either by live performance or recordings unless sound levels are strictly maintained at a reasonable level such as to be determined in consultation with the Owner.
- 22.2 Music has to cease being played at 11.30pm unless otherwise specifically agreed with the Owner.
- 22.3 Any suppliers providing music and/or entertainment require liability insurance.
- 22.4 Entertainment systems of any kind are not to be set up anywhere on the Premises unless agreed in writing prior to the event with the Owner.



23 3rd PARTY CATERING

- 23.1 Unless otherwise agreed with the Owner, a buyout fee will apply to Hirers who use third party caterers. This charge is to cover the cost of the Hirer's use of the Owner's kitchen facilities and loss of income.
- 23.2 Hirers undertaking their own catering shall be responsible for:-
- 23.2.1 Cleaning up all storing routes, preparation areas, kitchens, kitchen equipment, serveries, eating areas and for disposing of all waste food and rubbish.
- 23.2.2 Supplying their own catering and waiting staff, tableware, condiments, table linen, kitchenware and glassware.
- 23.2.3 Supplying their own tables and chairs unless they wish to use the tables and chairs belonging to the Owner for a charge.
- 23.2.4 Complying with all requirements of Health and Safety at Work and all Food Hygiene and Health Regulations. Has achieved a level 5 Food Hygiene rating.
- 23.2.5 Where a cash bar facility is to be offered the Hirer shall be responsible for obtaining any necessary equipment and licences beyond the equipment and licences held by the Owner.
- 23.3 If the Owner's kitchen(s) and the areas being used by the caterers are not left in the state in which they were provided, then the Hirer will be obliged to pay the cost of professional cleaning which will be arranged by the Owner. If necessary the damages deposit will be used to cover such costs (see paragraph 3).
- 23.4 No food or drink shall be brought onto the Premises unless agreed with the Owner.
- 23.5 No cooking is allowed on the Premises without prior written permission from the Owner.
- 23.6 No heating of foodstuffs shall be undertaken using charcoal or like solid fuel or inflammable liquid fuel cookers. The Hirer shall be responsible for ensuring all gas and electrical heating equipment brought onto the Premises comply with all appropriate British Standards, Health and Safety Regulations and Food Hygiene Regulations.
- 23.7 All caterers must have their own liability insurance.
- 23.8 Caterers must be onsite to ensure set up prior to the event and cleaning/clearing throughout, and after, the event.

24 TIME OF TERMINATION

- 24.1 Hirings shall terminate no later than midnight unless the Hirer has agreed to a different time of termination with the Owner.
- 24.2 The Hirer shall remain on site until the event is finished and shall be responsible for ensuring that all persons attending the event shall vacate and be clear of the Premises within twenty minutes of the time of termination of the hiring.
- 24.3 In view of the close proximity of residential property to the Premises, the Owner has a duty of care to ensure that his operations and activities take place without prejudice to the local neighbourhood. Consequently, the Hirer shall ensure that all attendees leave the Premises in a quiet and orderly manner and the necessary arrangements shall be agreed by the Events Manager prior to the event date.



25 DELIVERY AND REMOVAL OF GOODS AND REFUSE

- 25.1 The Hirer shall be responsible for ensuring that persons who supply equipment, decorations, and other goods and all other persons on the Owner's Premises in connection, directly or indirectly, with the hiring, shall bring in and take away goods within the hire period or at such times as the Events Manager considers reasonable and in such manner as to prevent nuisance or annoyance to the Owner and to surrounding tenants and residents.
- 25.2 All refuse and goods must be removed from the Premises prior to the termination of the hiring. The Hirer shall ensure that all areas hired are left clean and tidy. Failure to do so may incur charges for rubbish removal at the rate of £20 per bin bag required. If the event finishes later than 10:00pm organisers and caterers must confirm in advance, with the Events Manager, the arrangements for loading and rubbish removal.
- 25.3 For fire access and health and safety reasons vehicles, when unloaded, must be removed from the forecourt, drive and graveled areas of the Premises unless permission has been granted by the Owner. Events will not be allowed to begin until all vehicles have been removed.
- 25.4 Vehicles using the graveled areas should drive at five miles per hour or less otherwise the gravel will be unduly disturbed. Gravel which lands on the grass verges should be removed by the Hirer as part of the tidying up process. If gravel is not removed, the Owner will undertake this task and a one-off charge of £25 will apply.
- 25.5 Hirers are responsible for ensuring freedom of access to St James the Less Church, Dorney Court Kitchen Garden and to Dorney Court stables and shall not permit overcrowding of vehicles or blocking in of other vehicles legally parked or using the Premises. In addition the Hirer should ensure that its agents, attendees, contractors, guests, clients or employees are instructed not to arrive earlier than their scheduled arrival or unloading time.
- 25.6 People with disabilities or difficulties with mobility shall be permitted to set down or pick up on the forecourt of the Premises or in the driveway at the rear of the house by the Coach House Barn and St James the Less Church.

26 ACCESS ONTO THE PREMISES AND AVAILABILITY

- 26.1 The Premises shall be used only for the purposes set out in this agreement and on the Booking Form and the Hirer shall ensure that no unconnected persons are allowed access to the Premises.
- 26.2 Children must be supervised by a responsible adult at all times.
- 26.3 Nobody is permitted to enter any of the ponds or water features on the Premises.
- 26.4 The Hirer is responsible for ensuring that guests and contractors are mindful of the various hazards on the Premises.
- 26.5 Under no circumstances will Hirers or their attendees, contractors, performers, exhibitors or any other persons associated, directly or indirectly, with the hiring be allowed onto the Premises before the time of commencement of the hiring unless the prior written agreement of the Owner has been provided.
- 26.6 The Hirer and any persons associated with any hiring must have vacated and be clear of the Premises by the time of completion of the hire period. Breach of this condition will result in Hirers being charged additional hire fees.
- 26.7 Whilst the Owner will use its reasonable endeavors to ensure rooms will be available to the correct specification (e.g. cleared of furniture) no guarantee can be given that rooms will be available to the required specification immediately upon commencement of the hire period. Hirers are advised to either allow a minimum of two hours between the commencement of the hire period and the commencement of their event or to bring forward the commencement of their hire period. No set-up time can be provided prior to an event that has not been previously booked with the Owner.
- 26.8 In the event that the Hirer wants to move any of the contents of any room or move anything on the Premises the Owner must be notified in writing one month in advance of the hire period. The written notice should identify every item which the Hirer would like to move. The Owner reserves the right to refuse permission to move any item and is not obliged to provide reasons.
- 26.9 The age and fragile nature of Dorney Court and the contents therein mean that certain items may only be moved by approved specialist removal contractors. The Hirer must only use contractors approved by the Owner.
- 26.10 The Hirer shall be responsible for providing to the Events Manager the following: number of guests to be catered for, the choice of food (including any allergies, dietary requirements and food intolerances of the Hirer and their guests) and wine, table plans, exhibition plans, floor plans and all other audio visual requirements, temporary staff requirements and room layouts a minimum of four weeks prior to the date of the commencement of the event at which point the balance of the cost of your event, less the 30% deposit, becomes payable.



- 26.11 The Owner reserves the right to remove guests, including the Hirer's contractors, from the Premises if deemed necessary at the Owner's (or Event Manager's) absolute discretion.
- 26.12 In the event of a service in the adjacent parish church, it may be necessary for the Hirer to curtail activities which might cause inconvenience or upset to churchgoers.

27 CAR PARKING

- 27.1 Parking is available in a number of locations with the agreement of the Owner.
- 27.2 No parking is permitted in the following areas: on the access road off Court Lane leading to St. James the Less Church; in the courtyard adjacent to the Coach House Barn; or on the graveled areas surrounding Dorney Court.
- 27.3 If the weather allows, parking is sometimes available on the area of grass at the top of the gravel drive leading to Dorney Court. Alternatively, there is a large hard surfaced car park shared with Dorney Court Kitchen Garden with space for 100 vehicles or several coaches.
- 27.4 The Owner is happy to discuss other parking arrangements with the Hirer as required and will do what he can to accommodate any requests.
- 27.5 All vehicles are parked at the owner's risk.
- 27.6 The Owner and the Owner's staff and agents accept no responsibility for damage to, or theft from, any vehicles. Hirers are encouraged to take measures to ensure the security of vehicles parked on the Premises.
- 27.7 Hirers and their guests and contractors are required to leave the Premises in a quiet and safe manner as to no disturb nearby residents.

28 EMERGENCIES

The Hirer acknowledges that he has received written instruction in the following matters: - the action to be taken in the event of a fire

- the location and use of fire equipment
- the location of escape routes and the requirement to keep them clear at all times during the event
- the method of operation of escape door fastenings

29 GOVERNING LAW & JURISIDCTION

The contract for hire of the Premises constituted by the Owner's acceptance and confirmation of the Booking Form shall be subject in all respects to English law. Any disputes arising out of, or in connection with, the contract for hire shall be subject to the exclusive jurisdiction of the court of England & Wales.



APPENDIX A

ELECTRICAL INSTALLATIONS

1 ELECTRICAL INSTALLATIONS (additional Regulations and Display Regulations)

- 1.1 Wiring installed in accordance with the current edition of Regulations for Electrical Installations issued by the Institute of Electrical Engineers may be used.
- 1.2 Flexible cables or cords shall be kept as short as is practicable and all unenclosed wiring which may be permitted shall be installed in a safe and tidy manner and remote from any untreated textile fabrics.
- 1.3 Lamps and signs installed shall not be placed in such positions as to obscure means of egress or render less conspicuous the notices indicating the exits.
- 1.4 Electrical apparatus shall be fixed in position with adequate space for operation and maintenance.
- 1.5 Only one two-way socket outlet adaptor shall be permitted in any one outlet.
- 1.6 Joints shall not be made in cables except where necessary as a connection into a circuit and shall be by means of insulated screwed connectors at block terminals. Block connectors shall be installed out of accidental reach or adequately protected.
- 1.7 Luminaires mounted less than 2.1 metres from floor level or accessible to accidental contact shall be guarded so as to prevent risk of injury to persons and securely fixed in position.

2 RIGHT TO REFUSE CONNECTION

- 2.1 The Owner reserves the right to refuse to connect any installation or electrical apparatus which does not comply with the Regulations herein and any further Regulations which may be imposed.
- 2.2 The Owner reserves the right to examine the electrical wiring, luminaires or other accessories.

3 GENERAL REQUIREMENTS

- 3.1 Particulars of any electrical, mechanical or heating apparatus which may affect the general ventilation and any other apparatus including special risks, e.g. laser beam apparatus, shall be submitted to the Owner for approval.
- 3.2 All service main cables supplying stands or equipment shall be of sufficient size and current rating for the switchgear on the stand.
- 3.3 Non-sheathed cables and the cores of sheathed cables from which the sheath has been removed shall be enclosed by non-combustible material, accessory or luminaire.
- 3.4 Lights or electrical apparatus shall be ventilated so as to prevent undue rise of temperature.
- 3.5 Lights and electrical equipment shall be switched off when not in use. The Hirer is to ensure that all electrical equipment is switched off when the Hirer, its agents, contractors, attendees etc are not on the Premises.
- 3.6 Floodlights and spotlights etc installed at low level shall be so sited or guarded as to prevent risk of injury to persons or material. Tungsten Halogen lamps must be of the enclosed variety and protected with wire mesh or glass screen.
- 3.7 Pin type lamp holders (Fairyland, Beantee Festoon pattern) shall not be used without prior approval by the Owner. Where permitted they shall be suspended in free air.
- 3.8 The following methods of fixed wiring shall be employed for low voltage circuits:
 - armoured cables
 - insulated cables protected by screwed metal conduit



- insulated cables protected by rigid PVC conduit complying with BS4607, part 1, type A or BS4607, part 2 AH grade gauge.

In addition to the above, wiring of the following classes may be used to supply stands:

- PVC insulated and sheathed cables of continuous length without joints supported by a catenary wire and attached thereto at intervals not exceeding 500mm.
- PVC insulated cables of continuous length without joints protected by screwed metal conduit or metal trunking

3.9 Flexible cord shall be of circular section fully insulated and sheathed, and its use restricted to lighting pendants and small portable appliances and its length shall not exceed 2 metres without joints.

3.10 The electricity supply to each stand or group of stands shall be controlled by a linked switch which will isolate the circuits on both poles in the case of a single phase supply or on all live poles in the case of a poly-phase supply. Unless otherwise approved by the Council the electrical supply to a stand shall not exceed low voltage as defined in the current edition of the Regulations for Electrical Installation issued by the Institute of Electrical Engineers

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