



## Booking terms and conditions

### Numbers attending

- The client shall give details of final numbers attending the function not less than 3 days before hand, but the acceptance of any increase over the previously advised numbers will be at Park Cafés discretion.
- Park Cafés reserves the right to charge in full for any decrease from the given number.

### Information

- The Client shall provide information of any third-party supplier/ entertainer that are involved with the event – for example insurance details, risk assessment, delivery details, equipment requirements, electric requirements to enable Park Cafés to make a fully informed assessment of our obligations to provide the services.

### Guests use of the Venue

The client and persons attending the function shall:

- Comply with all licensing, health and safety and other regulations relating to Park Cafés.
- Not consume any food or drink at the venue that has not been supplied by Park Cafés or its authorised caterers and suppliers.
- Not act in an improper or disorderly manner.
- Leave promptly at the appropriate time and comply with any reasonable requests by Park Cafés' employees.
- Any person or item in breach of these conditions may be refused admission to or be removed from the venue.

### Cancellation by client

- All deposits are non-refundable and are non-transferable within 3 months of the original booking date.
- Deposits outside of the 3 months are transferable to another date within the current year.
- Final payments in full to be received no later than 3 days prior to event.

### Payment process.

- Deposit to be paid when booking the venue and date (room hire fee / booking fee)
- Once final payment is received, a deposit will be taken via a credit card swipe. No monies are deducted unless it is necessary to withhold all or some of the deposit.
- Final bar tabs and additional costs to be paid within 48hrs after the event.
- Please note that payments can be made over the phone and are payable by card
- Cheques will not be accepted as payment, unless received four weeks prior to event and funds have cleared.
- Invoices will not be generated for functions post event. Invoices can be generated prior to event and must be settled 4 weeks prior to event date.

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