TERMS & CONDITIONS

PAYMENT

a) A non-refundable deposit is due to secure your booking.

b) Full balance must be paid 3 months prior to the date of function or upon booking if event date is under 3 months from date of booking.

CANCELLATION POLICY

CANCELLATION BY THE HIRER

If the hirer wishes to change the date of the event at any time, this can be done for £150 administration charge, providing Northern Monk has space to accommodate.

If the hirer gives written notice of less than 3 months, the hirer is liable for 100% of the hire fee. This condition also applies to bookings made within 3 month cancellation period.

If the hirer gives written notice of less than 3 months, the hirer is liable for 100% of the hire fee. This condition also applies to bookings made within 3 month cancellation period.

CANCELLATION BY NORTHERN MONK:

a) If the holding of the function is prevented by any circumstances beyond the control of the company, Northern Monk will refund the deposit paid.

b) If the hirer does not comply with required conditions, Northern Monk will retain any deposits paid.

CONDUCT

a) The hirer accepts full responsibility of conducting function in an orderly manner, without causing any nuisance to others or damage to property. In the event of unruly behaviour by the hirer and/or their guests, Northern Monk reserves the right to cancel the event and to charge for any loss or damage.

ACCESSIBILITY

a) The hirer will ensure that they and their guests keep all fire exists and gangways free and clear from obstruction at all times.

b) The hirer will make all guests and external organisations aware that the venue does not have a service or a customer lift.

DAMAGES/ INJURY

Northern Monk management shall not be responsible for any loss or damage to any property arising from the holding of a function or any injury incurred by any person during the holding of a function arising from any cause what so ever, for any loss due to any breakage of machinery, failure of supply of electricity or telephone, leakage of water, fire, riot, government restriction, or any act of nature for which premises may have to be closed.

The hirer shall take responsibility for any damage caused to the company's property or any person/persons.

The hirer shall be responsible for all claims made regarding such damage or injury which arise due to the use of the place by the hirer, whether or not such claims are made by the management of Northern Monk or a third party against Northern Monk or against the hirer.

The hirer is responsible for the cost of any damage or loss incurred by Northern Monk as a result of the actions of the hirer and/or any other member of their party.

FACILITIES

Room hire charges cover the use of Chapter Hall space.

In the event of public function, the company will provide adequate security cover for that function. The hirer will be responsible for these costs.

The venue must be left in a reasonable condition. For weddings, you must come back to collect your things between 11:30am-1pm the next day, unless agreed with the venue.

Any additional cleaning that needs to be undertaken by the company shall be charged to the hirer.

The hirer must make the management of Northern Monk aware of any external company providing a service and/or involved in the running of the function. Full contact details must be provided for all external organisations.

CATERING & EXTERNAL VENDORS

External caterers will not have access to the kitchen belonging to Northern Monk or any equipment within. They must operate entirely self-sufficiently.

External caterers will provide all their own equipment, from preparation utensils to crockery, cutlery, cleaning products and bin bags.

External caterers must provide copies of insurance and health and hygiene certificates at least 1 month prior to the event (if possible).

External caterers must ensure that they remove all their equipment and waste from site at the end of the function.

Northern Monk reserves the right to refuse any outside company if deemed unsuitable.

The staff of Northern Monk will not be involved in the preparation or service of food from external caterers.

TIMETABLES

a) Access for set up to be agreed previously with Northern Monk.

b) Should you run over the agreed set up or function time additional charges of £250 per hour will apply.

c) All live music to finish at 12.30am on Fridays and Saturdays. All recorded music to finish at 1am on these days.

d) Any variations of the timetable are to be agreed with the management of the company and additional fees will apply. These will be made clear when your room hire quote is finalised.

ATTENDANCE CONFIRMATION AND UNDER-ATTENDANCE FEES

ATTENDANCE CONFIRMATION

The hirer is required to confirm the final number of attendees at least 2 weeks prior to the event. This allows us to adequately prepare our venue to provide the best possible experience for your guests.

UNDER-ATTENDANCE FEES

In the event that the actual attendance is less than 75% of the confirmed number, an under-attendance fee will be charged. This fee is £10 per head for each attendee under the 75% threshold. For example, if the confirmed attendance is 100 guests, and only 50 guests attend, the hirer will be charged an under-attendance fee of £250.

GENERAL TERMS

PARKING – Limited parking is available and the hirer is responsible for informing guests of where to park.

CONFETTI – Northern Monk does not allow the use of confetti for any events held in the venue. Use of confetti will incur a cleaning charge of £250.

CANDLES – The use of open flame is strictly prohibited. Candles must be in enclosed vessels.

SMOKING – Smoking and vaping are not permitted within the venue.

SHOES – Shoes must be worn at all times during an event.