



BARLEY HALL HOSPITALITY/PRIVATE HIRE: TERMS AND CONDITIONS

The booking form and these terms and conditions form the contract between you, the Customer and The JORVIK Group (Barley Hall). These terms and conditions are binding once you have signed them, therefore please read them carefully and ask us if you have any queries before signing and returning.

1. Confirmations

Bookings will be treated as provisional until the non-refundable deposit is received and the signed contract is returned by the client. If the booking is not confirmed within 14 days of the provisional booking being made, Barley Hall reserves the right to release the date provisionally booked.

2. Cancellations

Should you have to cancel your booking; a charge will be made, calculated as a percentage of the total booking value and according to the scale highlighted below:

12 to 4 weeks prior to the event 50%

Within 4 weeks prior to the event 100%

With regard to reductions in numbers for catering booked through Barley Hall; a charge will be made when final numbers for events drop below 60% of the original numbers stated at the time of the booking confirmation. For catering booked with an external supplier, clients will need to check their cancellation policy separately.

Cancellations need to be confirmed in writing by the client.

3. Cancellation by JORVIK Group

If, due to circumstances beyond our control, we are unable to host your event as booked, we will endeavour to find you a suitable alternative venue. If one cannot be found we will refund all sums paid by you.

4. Terms of Payment

For UK based companies, organisations and individuals:

We require a non-refundable deposit to confirm the booking. Final payment should be made no later than 14 days prior to the date of the function. If full payment is not received by this date then the function is at risk of being cancelled.

For non-UK based company, organisation and individual bookings:

We require a non-refundable deposit to confirm the booking. Full payment should be received no later than 8 weeks prior to the event. If full payment is not received by this date then the function is at risk of being cancelled.

5. Prices

A price quote for your event will be provided in writing prior to booking. All prices in our information packs are current and correct at the time of going to print. Barley Hall reserves the right to amend prices should costs increase substantially due to any reasons beyond its control, and prior notice of such increases will be given. Prices may also be adjusted to allow for changes either in VAT or other government taxes and currency fluctuations.

6. Final numbers

The final number of guests attending the function must be provided to Barley Hall no later than 14 days prior to the event.

7. Damage

Barley Hall is a museum and contains specialist artefacts. Whilst you and/or your guests are occupying Barley Hall, we require you to take extra care to avoid any breakages. Any damage caused by you and/or your guests or your subcontractors, shall be restored by Barley Hall in accordance with its policy of using authentic materials and the cost of such restoration will be charged for in full to you, the Customer.

8. General Liability

In no event will The JORVIK Group's liability for any loss or damage in contract or tort (excluding negligence) or however otherwise, exceed the total amount paid by the client for the function.

9. Smoking

Smoking is only permitted in the courtyard outside Barley Hall. Cigarette butts must be disposed of responsibly.

10. High Heels

Please ensure that your guests are aware that due to the uneven nature of traditional flooring in some parts of our attraction, stiletto heels smaller than a 5 pence coin, are not considered suitable. We do sell heel protectors for those guests who still wish to wear them.

11. Parking

Customers should note that there are no parking facilities at Barley Hall.

12. Licence

Barley Hall has a liquor licence and we are happy to arrange a cash bar for you or the provision and service of alcohol during your event. You can bring your own beer, wine and spirits to the Hall for consumption during the function but a corkage charge will be made for this. We can also arrange service of your alcohol at an additional surcharge.

12.1 As a licensed premises please note that Barley Hall has to adhere to the regulations relating to the sale of alcohol, such as age and measurement restrictions. We ask you and your guests to be aware of our need to monitor these regulations during your event.

Jorvik Group Hospitality and Private Hire operates under JVC retail, a wholly owned subsidiary of York Archaeological Trust,

a company limited by guarantee registered in England (No1430801) and a registered charity in England and Wales (No 509060) and Scotland (SCO14846)

12.2 No alcohol is to be brought into Barley Hall without prior agreement, for which a charge will be applied as stipulated above. Any alcohol discovered to have been brought on to Barley Hall premises without permission will be confiscated. If guests bring drinks provided by other premises to Barley Hall, they will be asked to consume their drinks outside Barley Hall and dispose of any related litter responsibly.

13. Functions

13.1 All functions must finish by 12:00 a.m. and Barley Hall must be vacated by you and your guests by 12:30 a.m. If the Hall is not vacated by 12:30 a.m. or within 15 minutes of your expected departure time, then we will charge for additional use of the Venue at a cost of £90 per hour or part hour thereof.

13.2 Hire times start from the arrival time of you/your guests and finish at the point when you and your guests leave.

13.3 We ask that any personal items belonging to you or your guests are taken away with you on your departure. Deliveries and collections of items can be made the day before the function or the day after but an agreed time must be arranged with Event Co-ordinators.

13.4 Persons using Barley Hall must comply with all regulations and legislation concerning environmental health, licensing, fire and health and safety.

13.5 Please note that Barley Hall is not completely accessible. The Hall features high thresholds and several staircases. Upon request, ramps can be set up to facilitate access to the Great Hall for your function.

14. General

These terms and conditions are subject to the laws of the United Kingdom and the Customer shall be entitled to commence proceedings in any court in the United Kingdom. Nothing in these terms and conditions shall confer on any third party any benefit under them or the right to enforce them.

If any part of these terms and conditions is invalid or unenforceable, that part shall be severed from the rest of the terms and conditions which shall continue in full force and effect.

Please sign below to accept these terms & conditions:

Signature.....

Print Name.....

Date.....

Function Date.....