

Andromeda Park Limited Standard Terms & Conditions of Trade:

1. Andromeda Park Ltd will issue written confirmation (by email or post) to the Client of the Clients booking only upon receipt by Andromeda Park Limited from the Client of a signed copy of the agreed quotation, terms & conditions of trade and payment of the deposit of 50% of the value of the agreed quotation. Andromeda Park Ltd will commence preparations for the event only after it has issued written booking confirmation to the client.
2. The deposit will be credited to the Clients final account provided that the event takes place. Payment of the balance of the agreed quotation & of any additional costs associated with the clients' event is due 90 days prior to the event date. Payment of any other additional costs associated with the clients' event is due 30 days from the date of final invoice. Andromeda Park Ltd reserves the right to charge the client monthly interest at the rate of 10% above the base rate on all overdue amounts. If a client chooses to pay by credit card, a 2.5% fee will be added to the cost of any amounts payable by the client.
3. Cancellation by the client of a confirmed booking at any time & for whatever reason will result in the loss of the clients' deposit & a charge to the client for any third party costs incurred by Andromeda Park Ltd associated with the event. In addition, cancellation by the client of a booking within 90 days of the date of the event will result in a charge to the client of 100% of the value of the venue hire charge.
4. Cancellation by Andromeda Park Ltd of a confirmed booking at any time & for whatever reason will result in a refund to the client by Andromeda Park Ltd of any deposit & balance payments already made to Andromeda Park Ltd by the client.
5. Only those suppliers approved by Andromeda Park Ltd are permitted to supply the event at Thornbridge Hall. No other suppliers are permitted unless approved in advance of the event date by Andromeda Park Ltd.
6.
 - 6.1 No food or drink may be brought onto the premises by the client or any person accompanying the client in connection with the event for sale &/or consumption on the premises unless approved by Andromeda Park Ltd.
 - 6.2 All bar stock (both Account & Pay Bar stock) at the venue is supplied by Andromeda Park Ltd. All revenue from Bar sales belongs to Andromeda Park Ltd. The only brand of ale or stout permitted to be sold or supplied on the premises is the Thornbridge brand.
 - 6.3 The Client, via the approved Event Management Supplier, is required, at their cost, to staff the Bar & to provide beverage service staff throughout the event at all times when alcoholic beverages are being consumed, to the minimum staffing levels detailed in condition 7.2 below.
 - 6.4 If the Client chooses to have temporary bar facilities on the premises (other than or in addition to using the underground bar facilities already provided on the premises), the client, via the approved Event Management Supplier, is required to supply, at their cost, the temporary bar equipment (such as the bar & glassware).
7. Unless otherwise agreed by Andromeda Park Ltd, the client must supply the following event staff who must be present throughout the duration of the event **(Please note that our approved Event Management, Food & Beverage suppliers are fully aware of these requirements & can supply all of the required staff for your event);**

- 7.1 For all events an approved Event Management Supplier is required. The Event Manager's role is to manage the client's event & to be the clients contact for Andromeda Park Ltds Designated Premises Supervisor. The Event Manager must be responsible for all event set up & clear down including deliveries & collections. Prior to the event the Event Manager must produce a written event plan for the event which must be approved by Andromeda Park Ltd. The event plan must include measures to ensure; compliance with the Premises Licence, prevention of public nuisance, a public safety risk assessment & transport arrangements for guests to & from the premises. The event management team must also include the following staff:
- 7.1.1 Parking stewards. The ratio required is; up to 100 guests = 1 x parking steward. Thereafter a ratio of 1 additional parking steward per each additional 100 guests (or part thereof).
 - 7.1.2 A Nominated Qualified First Aider.
 - 7.1.3 Event cleaning staff. The ratio required is; up to 200 guests = 1 x cleaner. Thereafter a ratio of 1 additional cleaner per each additional 200 guests (or part thereof).
- 7.2 When alcohol is being consumed during an event an approved Beverage Supplier is required whose staff must include;
- 7.2.1 A designated Beverage Manager, who must be a current valid Personal Licence holder, to make or authorise all sales or supplies of alcohol. The Beverage Manager is responsible for ensuring that all event staff involved in the service of alcohol are trained in their legal requirements under the Licensing Act 2003.
 - 7.2.2 Beverage service staff who are trained in the legal requirements under the Licensing Act 2003. The minimum ratio of beverage service staff required is: 1 per 40 guests or part thereof plus 1 x glass washer/glass collector per 100 guests (or part thereof).
 - 7.2.3 Door Supervisors are required who must hold current licenses issued by the SIA (Security Industry Authority). The ratio of door supervisors required is; up to 100 guests = 1 x Door Supervisor. Thereafter a ratio of 1 door supervisor per each additional 100 guests (or part thereof).
- 7.3 When food is being supplied for an event, an approved Food Supplier is required.
8. The client is not permitted to in any way alter or move, permanently or temporarily, any fixtures, fittings, furniture or decoration of the premises, unless authorised by Andromeda Park Ltd.
9. The client is permitted access to the premises during the period of venue hire specified in the agreed quotation. All items (including vehicles) brought onto the premises by the client for their event must be removed from the premises by the end of the period of venue hire. Access at any other times for e.g. set up & event deliveries/collection, is only available by prior agreement with Andromeda Park Ltd. Andromeda Park Ltd reserve the right to charge an additional venue hire fee for any uncollected event items left on the premises after the period of venue hire without prior agreement of Andromeda Park Ltd.
10. Andromeda Park Ltd does not accept any liability for any damage to items (including vehicles) brought onto the premises by the client or by any person accompanying the client in connection with the event such as the client's suppliers & guests.

11. The client & any person accompanying the client in connection with the event, including event suppliers will comply with the Public Performance Licence & the Premises Licence held by Andromeda Park Ltd. Andromeda Park Ltd reserves the right to cease or restrict any or all licensable activities during the period of venue hire.
12. Andromeda Park Ltd's Designated Premises Supervisor or their appointed Deputy will be present throughout the period of hire when any or all of the licensable activities under the Premises Licence are taking place to ensure compliance with the Premises Licence. The client & any person accompanying the client in connection with the event, including event suppliers will comply with the requirements of the Designated Premises Supervisor or their appointed Deputy.
13. The client & any person accompanying the client in connection with the event will adhere to Andromeda Park Ltd's No Smoking indoors policy, & all fire, & Health & safety regulations on the premises & the client will use best endeavors to ensure the safety of the client & any person accompanying the client in connection with the event whilst on the premises.
14. The client agrees to return the premises & any Andromeda Park Ltd equipment used to the condition that it was in prior to the period of venue hire. The client agrees to remove all refuse (including bottles) from the premises. Andromeda Park Ltd will make a charge to the client for any unreasonably large amounts of cleaning or refuse removal required in connection with the client's event. Andromeda Park Ltd will make a charge to the client for any damage arising directly or indirectly to the premises, contents, equipment & grounds from any act or omission, whether deliberate, negligent or otherwise, by the client, or any person accompanying the client in connection with the event.
15. Firework displays are not permitted on the premises.