



The Willowfield Centre

Willowfield Street | Off Legrams Lane | Bradford | BD7 2AH

Tel: 01274 575060 Mob: 07943 500440

Email: info@thewillowfieldcentre.co.uk Web: www.thewillowfieldcentre.co.uk

Enquiry / Booking Form

Please tick which type of event you are booking:

Wedding Seminar Conference Birthday Charity Mendi Other

Date of Event: Time of Event: 12-4pm 6pm-10pm Number of Guests:

Name:

Address:

Tel: Mob: Email:

Requirements

Number of Halls Required: Price:

Sound System: Yes No Price: £80.00

Laser Beam: Yes No Price: £80.00

Water Fountain: Yes No Price: £60.00

Outdoor Lighting/Neons: Yes No Price: £80.00

Male/Female Segregation: Yes No

Number of Men: Number of Women/Children:

Car Park Attendant: Yes No

Toilet Attendant (FOC): Yes No

Cleaners Required: Yes No

Stage Settings: Code:

Bridal Room: Yes No Price: £125.00

Reception Drinks: Yes No If Yes, how many people:

Specify Drinks: Coke 7UP Orange Juice Tea Coffee

Car Hire – Stretched Limos: Yes No

8 Seater Chrysler Price: £250.00*

12 Seater Hummer Price: £300.00*

* Local collect and drop off in Bradford. Additional rates available for further afield on request.

Wedding Cake (18x30): Yes No Price:

Payments

Total Package: Deposit Received: Balance outstanding:

Balance to be paid 14 days prior to your event

Customer Signature: Booking Taken By: Date:
Willowfield Signature:

Notes:

Food Responsibility Willowfield Centre: Yes No

If Yes, Specify:

Starters:

Main Courses:

Desserts:

Writers Required: Yes No No. Required: Price: £50.00 each

Kitchen Usage: Yes No Price: £150.00

Crockery: Yes No No. Required: Price: £1.90 per head

Paper Cups, Plates, Bowls and Spoons: Yes No No. Required: Price: £150.00

Chair Covers: Yes No No. Required: Price: £1.80 each

Table Covers: Yes No No. Required:

Table Centre Pieces: Yes No No. Required: Price: £10.00 each

Ice Cream: Yes No No. Required: Price:

Jailabee: Yes No Price: £299.00

Chocolate Fountain: Yes No No. Required: Price:

Breakfast: Yes No No. Required: Price:

Specify: Tea Coffee Cake Rusks Biscuits Halwa Puri

Red Carpet on Arrival for the Bride and Groom: Yes No Price: £75.00

Flame Throwers: Yes No No. Required: Price: £45.00 each

Terms & Conditions

These terms and conditions aim to protect all parties through a better understanding of contractual and legal obligations of both the client and venue when confirming a booking.

Definitions: 'The Willowfield Centre' and 'We' means the venue for which a contract is agreed. The 'Client' and 'You' means the organising body/company and organiser responsible for commissioning of and payment for the event.

Bookings/ Reservations

- a. All initial and subsequent telephone reservations must be confirmed in writing by you. The confirmation must include all requirements. All bookings are considered provisional until both the client and The Willowfield Centre sign the contract. All bookings are subject to the terms and conditions of the contract. Once the contract is signed, and minimum numbers agreed, this will then constitute a legally binding contract.
- b. The Willowfield Centre needs to be advised in writing of the estimated numbers of guests and menus required 2 months before the function. Three weeks before the event final numbers must be given. This is the minimum number you will be charged for.
- c. On confirmation of your booking an agreed deposit is due (non-refundable and non-transferable).
- d. Any variation in booking, guest numbers and/or arrangements must be confirmed to the The Willowfield Centre in writing.

Payment

- a. Full pre-payment is required for all wedding bookings.
- b. Final payment is due on or before – 14 days prior.
- c. If there is any query with the invoice, the undisputed balance must still be paid on time.
- d. All prices quoted are valid at the time of issue and may be subject to review.
- e. All charges will be based on prices valid at the time of the event.
- f. Excise duty subject to change in line with Government rates at the time of the event.

Cancellation

- a. Upon acceptance and confirmation of your booking by The Willowfield Centre, a legally binding contract exists. If you are forced to cancel your booking for any reason we reserve the right to make a cancellation charge.

The following cancellation charges apply:

2 months prior - 20% of the estimated event value in addition to any deposit paid.

Within 1 month - 10% of the estimated event value in addition to any deposit paid.

N.B. These charges will be based on the minimum numbers agreed at the time of booking.

Of course, The Willowfield Centre will endeavour to re-sell the facilities to another party and if successful, may waive a proportion of the cancellation charge at their discretion.

- b. The Willowfield Centre reserves the right to cancel an event under the following circumstances:
 - i. If the booking might, in the opinion of the The Willowfield Centre, prejudice the reputation of the venue.
 - ii. If the The Willowfield Centre becomes aware of any alteration in the clients financial situation.

General Regulations

- a. Guests using the facilities of The Willowfield Centre must comply with all regulations concerning licensing, fire, health and safety.
- b. Hazardous or dangerous items may not be brought into The Willowfield Centre without prior permission. The Willowfield Centre reserves the right to approve any externally arranged entertainment, services or activities that you have arranged.
- c. Any band or musician must comply with the terms stated within the 'public entertainment code of conduct.'
- d. Should guests act in an improper or disorderly way, or refuse to comply with reasonable requests from our staff, The Willowfield Centre reserves the right to terminate your event. Should this occur, no monies will be refunded to you. The manager's decision is final.
- e. Guests may not consume food and drink on the premises without prior agreement of The Willowfield Centre.
- f. When customers are providing their own food they are solely responsible for the food being prepared and ready for service at the agreed times. When the customer is providing their own food they are also solely responsible for ensuring their food is placed on trays/trolleys for service.
- g. The Willowfield Centre will be liable to you and your guests for injury or loss and damage only where and to the extent we have been negligent. Otherwise there shall be no liability whatsoever. We regret that we cannot be responsible for the security of your property, though we will do our utmost to look after it.
- h. You will be held liable for any loss or damage to The Willowfield Centre's property and fittings (including any items hired by us for your use), or for injury to anyone including The Willowfield Centre staff arising as a consequence of this booking.
- i. The Willowfield Centre reserves the right to charge for any additional services requested during the event if you do not adhere to agreed timings.
- j. Ladies must refrain from wearing heels higher than 2 inches when on The Willowfield Centre premises as we will not be responsible for accidents.
- k. The Willowfield Centre will not be liable for any accidents whilst guests are on any part of The Willowfield Centre premises.
- l. Bouncy Castles and any other external entertainment must be fully supervised by the guests providing this service and The Willowfield Centre will not be responsible for any health and safety issues arising around external entertainment.
- m. Children must be supervised at all times whilst on The willowfield Centre premises.
- n. The Willowfield Centre strongly recommends taking out adequate insurance to cover the cost of cancellation and other liabilities.

Terms & Conditions

These terms and conditions aim to protect all parties through a better understanding of contractual and legal obligations of both the client and venue when confirming a booking.

Definitions: 'The Willowfield Centre' and 'We' means the venue for which a contract is agreed. The 'Client' and 'You' means the organising body/company and organiser responsible for commissioning of and payment for the event.

Bookings/ Reservations

- a. All initial and subsequent telephone reservations must be confirmed in writing by you. The confirmation must include all requirements. All bookings are considered provisional until both the client and The Willowfield Centre sign the contract. All bookings are subject to the terms and conditions of the contract. Once the contract is signed, and minimum numbers agreed, this will then constitute a legally binding contract.
- b. The Willowfield Centre needs to be advised in writing of the estimated numbers of guests and menus required 2 months before the function. Three weeks before the event final numbers must be given. This is the minimum number you will be charged for.
- c. On confirmation of your booking an agreed deposit is due (non-refundable and non-transferable).
- d. Any variation in booking, guest numbers and/or arrangements must be confirmed to the The Willowfield Centre in writing.

Payment

- a. Full pre-payment is required for all wedding bookings.
- b. Final payment is due on or before – 14 days prior.
- c. If there is any query with the invoice, the undisputed balance must still be paid on time.
- d. All prices quoted are valid at the time of issue and may be subject to review.
- e. All charges will be based on prices valid at the time of the event.
- f. Excise duty subject to change in line with Government rates at the time of the event.

Cancellation

- a. Upon acceptance and confirmation of your booking by The Willowfield Centre, a legally binding contract exists. If you are forced to cancel your booking for any reason we reserve the right to make a cancellation charge.

The following cancellation charges apply:

2 months prior - 20% of the estimated event value in addition to any deposit paid.

Within 1 month - 10% of the estimated event value in addition to any deposit paid.

N.B. These charges will be based on the minimum numbers agreed at the time of booking.

Of course, The Willowfield Centre will endeavour to re-sell the facilities to another party and if successful, may waive a proportion of the cancellation charge at their discretion.

- b. The Willowfield Centre reserves the right to cancel an event under the following circumstances:
 - i. If the booking might, in the opinion of the The Willowfield Centre, prejudice the reputation of the venue.
 - ii. If the The Willowfield Centre becomes aware of any alteration in the clients financial situation.

General Regulations

- a. Guests using the facilities of The Willowfield Centre must comply with all regulations concerning licensing, fire, health and safety.
- b. Hazardous or dangerous items may not be brought into The Willowfield Centre without prior permission. The Willowfield Centre reserves the right to approve any externally arranged entertainment, services or activities that you have arranged.
- c. Any band or musician must comply with the terms stated within the 'public entertainment code of conduct.'
- d. Should guests act in an improper or disorderly way, or refuse to comply with reasonable requests from our staff, The Willowfield Centre reserves the right to terminate your event. Should this occur, no monies will be refunded to you. The manager's decision is final.
- e. Guests may not consume food and drink on the premises without prior agreement of The Willowfield Centre.
- f. When customers are providing their own food they are solely responsible for the food being prepared and ready for service at the agreed times. When the customer is providing their own food they are also solely responsible for ensuring their food is placed on trays/trolleys for service.
- g. The Willowfield Centre will be liable to you and your guests for injury or loss and damage only where and to the extent we have been negligent. Otherwise there shall be no liability whatsoever. We regret that we cannot be responsible for the security of your property, though we will do our utmost to look after it.
- h. You will be held liable for any loss or damage to The Willowfield Centre's property and fittings (including any items hired by us for your use), or for injury to anyone including The Willowfield Centre staff arising as a consequence of this booking.
- i. The Willowfield Centre reserves the right to charge for any additional services requested during the event if you do not adhere to agreed timings.
- j. Ladies must refrain from wearing heels higher than 2 inches when on The Willowfield Centre premises as we will not be responsible for accidents.
- k. The Willowfield Centre will not be liable for any accidents whilst guests are on any part of The Willowfield Centre premises.
- l. Bouncy Castles and any other external entertainment must be fully supervised by the guests providing this service and The Willowfield Centre will not be responsible for any health and safety issues arising around external entertainment.
- m. Children must be supervised at all times whilst on The willowfield Centre premises.
- n. The Willowfield Centre strongly recommends taking out adequate insurance to cover the cost of cancellation and other liabilities.