

# Mapperley Farm

EVENTS VENUE

## *Rent for your event*

### TERMS AND CONDITIONS

**The Following terms and conditions must be adhered to by all during your stay at Mapperley farm. It is your responsibility to inform all your guests and suppliers of our T&C's.**

**You are also expected to have read through the FAQs for camping and events before your arrival. And clarify anything you are not sure of. You must ask permission for any alterations or decorations etc for your event prior to doing them.**

**You will be asked to sign agreeing to our terms and conditions when you arrive/book.**

- Booking arrangements are as follows: The Site fee/booking fee is to be paid immediately at booking by bacs/bank transfer or cheque (or half the booking fee then the balance six months from 1<sup>st</sup> payment or up to 1 month before you event whichever is the sooner). Please note your date is provisionally booked and only secured once the full booking fee is paid, and signed terms and conditions are received. Booking fees are non-refundable and may be subject to a cancellation fee - see cancellations and no-shows. The balances of any other fees are to be paid one month prior to the event, or anytime up until that date. Any refundable fees such as cash bonds/damage deposits are to be paid before arrival (two weeks before the marquee etc is erected). Camping fees are negotiated at time of booking and any glamping is to be pre-paid at final balances one month before your event; this will depend on the type of event and length of stay. Fees are £24.00 per pitch per night and each pitch is up to 6 people per tent. We do not take bookings from under 21-year olds. (any new price increases are in spring of each year).
- Everyone is asked to pay a cash bond/damage deposit of £1000.00 two weeks before their event i.e. before the marquee etc is erected the bond will be required two weeks before any suppliers are on site which is refundable once, all the T&C's are adhered to and NO ALCOHOL other than that supplied by Mapperley Farm is consumed. This is not negotiable.
- Prices stated might vary; please check the prices at time of booking or ask for up-to-date prices.
- Please note that if your event has more than 200 people we reserve the right to put on security.
- You are responsible for your own and your parties' health and safety while on the farm. We ask that you stick to the access to and from the field you have been designated and public footpaths always. Do not venture into any fields/buildings/yards or touch any of the animals. This is a working farm so please beware of barbed wires and electric fences and don't climb any bales. Dogs **MUST** be kept on a lead at all times and dog mess must be picked up and disposed of with your rubbish.
- You are responsible for your own/guest/supplier's belongings and vehicles or hired equipment, supplier's equipment we cannot be held responsible for any loss or damage whatsoever during your stay. You are advised to take out your own insurance for this.
- If arranging your event, yourself you are responsible for co-ordinating the pick-up of all equipment from all suppliers on the same day as the removal of the Marquee/Tipi.
- You are responsible for making us aware of any issues at the time they arise. You are given the 24-hour contact number on arrival and you should use this to make us aware of any problems with your stay or

event so that we can endeavour to resolve any problems at the time, as we cannot rectify after any event.

- You, your party and your suppliers are responsible for your own vehicles and insurances. The tracks around the farm may not always be suitable for road vehicles and it is up to you to protect your vehicle from any damage.
- The Person who makes the booking (or a representative of that person) is responsible for the rest of the party including any outside contractors/suppliers, and it is that person's liability to notify all the members of the group that they have signed on their behalf and they should all be directed to read these terms and conditions and FAQ's
- You will be required to sign a copy of our Terms and Conditions and return it to us at least 1 month prior to your event before we will allow any suppliers here on site (we reserve the right to change these at any time)
- We require the original Temporary Events Notice a minimum of 15 clear working days before your event to be held here on site so that we can ensure that everything is in order (if Mapperley Farm is not as the correspondence address at submission or we ourselves are not applying for it)
- We require full copies and all your supplier's insurances, and your own. No supplier will be allowed on site until we have this on our file. You are responsible for getting you own insurance to cover you for any liabilities or claims made whilst you are here on site.
- You must ensure that you inform all your suppliers/guests to be vacated from the site Monday 12 midday after your event on a Saturday (unless otherwise notified). Mid week events must make prior arrangements.(this will effect your bond if not adhered to)
- You must provide us with a full list of your suppliers together with contact email and telephone numbers, and addresses so that we can contact them ourselves to make any arrangements.
- You agree to be fully responsible for (and fully indemnify us against) all claims, liability, damages, losses, costs and expenses (including legal fees) suffered by us and arising out of any breach of these conditions by you or any member of your party/suppliers and any other liabilities arising out of your stay/event.
- **Noise** - Please be respectful of others and minimise noise. After 10.30 p.m no loud music etc unless part of an arranged event by prior arrangement. Cash bond/damage deposit will not be refunded if this is not adhered to, so please inform your party, this is your responsibility. In an arranged event, ALL amplified music must cease at 12 midnight with no exceptions. No profane language to be used over the PA systems will be tolerated. All bands must cease at 11pm.
- **Licensed Bar** – for events you are allowed to have a licensed bar, supplied and run by ourselves. We will provide ALL your requirements of alcohol and non-alcoholic drinks. We do not allow you to bring your own alcohol. It is your responsibility to inform your party. If anyone brings in his or her own alcohol/glassware the cash bond/damage deposit WILL NOT be refunded. We will provide all your glassware however you must also ensure any other glassware on your tables is removed from the site once the toasts/reception drink and main meal have taken place and your party will then go onto plastic

glasses, this is not negotiable you will lose your cash bond/damage deposit if this is not adhered to, it is your responsibility to inform all members of your party and suppliers.

- **Behaviour** - We will not tolerate any drugs at any time on our premises being used/found, if anyone is caught using or having drugs of any kind on our premises or their person they will be asked to leave immediately, and your cash bond/damage deposit will NOT be refunded. It is your responsibility to inform your party. We ask that when you leave there should be no sign that you have ever been present. Please take your litter/rubbish home with you and place any hot ashes in the designated bins ONLY (provided on request). The cash bond/damage deposit will not be refunded if you do not leave the field in the same condition as when you arrived.
- **CAMP FIRES** – Campfires are negotiable and have a cash bond/damage deposit attached no matter how long your stay, this covers our cost for reseeded and replanting should it need to be done. Fires are only permitted by prior arrangement of hire of our 4ft round fire pit; NO campfire must be within 10 metres of any hedgerow vehicle, tents, caravans etc. Firewood is included and supplied from the farm. Under NO circumstances should wood be stolen/cut down from woodlands on the farm or neighbouring farms, in doing so you will be asked to leave immediately and you will lose your cash bond/damage deposit. All ashes must be disposed of in designated bins (provided on request). The cash bond/damage deposit will not be refunded if any damage is caused, or you have your own fire. You will be totally responsible for all your guests/suppliers where the fire pits are concerned we will not accept any responsibility for any damage or injury caused.
- **BBQ's** - You are more than welcome to bring your own BBQ. You MUST raise it off the ground high enough not to scorch the grass and clear any mess and remnants of food on your departure. They must not be placed on the ground and if any scorching of the ground occurs the cash bond/damage deposit will not be refunded, it is your responsibility to inform all your party.
- **KITE FLYING** – This is strictly not permitted in fields with overhead power lines.
- **GENERATOR** Mapperley Farm supplies the generator for your event, you must not interfere with the generator at any time, if you have any concerns please make us aware of it and we will attend to it. If any damage is caused to the generator during the days of your event your cash bond/damage deposit will not be refunded, and we may need to claim on your insurance. The generator will be provided with one full tank of diesel and is based on short term use on set up and full use on the event day/night and Sunday morning). Any additional use will incur a diesel charge and will be chargeable at the going rate.
- **HEATER**  
If you choose to hire a heater from someone else other than ourselves, we will not be responsible for that heater during your event.
- **ARRIVAL** – Arriving at Mapperley Farm: - Please arrive after 12 middays and before 8pm, if you wish to arrive out of these times you must advise us beforehand so we can arrange for someone to meet you out of hours and unlock any gates. On arrival please go to the Farmhouse where you will be checked in and shown where to go.  
**Important – remember to bring your booking confirmation/receipt with you**
- **CANCELLATIONS & NO SHOWS** – sorry we do not offer refunds on cancelled bookings and no shows, however under exceptional circumstances at our discretion we may re-arrange your stay/event

subject to availability and there will be a 10% charge for this service. (at our discretion)(a cancellation fee will also be at our discretion)).

- We do not allow unsupervised camping or events for under 21's.
- The maximum duration for your stay/event is 5 days (From set up to take down) All weekend events must be taken down and cleared for Monday 12 midday it is your responsibility to inform your suppliers if you have arranged them yourselves.
- Large groups should contact us in advance to notify us of the number of people in the party.
- Groups of over 6 people will have to pay a cash bond/damage deposit on booking which is fully refundable on check out subject to following: -

- 1. No alcohol, other than that we provide is to be consumed on our premises.**
- 2. All rubbish has been removed off the farm and disposed of properly by yourselves**
- 3. No complaints have been received from our neighbours/other campers/events**
- 4. There is no damage to property, trees, bales, crops including grassland, woodlands, animals, fencing farm buildings, machinery etc**
- 5. Firewood has not been cut down or stolen from any woodland.**
- 6. No damage to generator**
- 7. No drugs are used or found on our premises**
- 8. The premises are left the way it was found when you arrived and cleared by 12 midday on Monday.**
- 9. No storage of food stuff inclusive of cakes.**
- 10. ALL OUR TERMS AND CONDITIONS ARE ADHERED TO**

- The cash bond/damage deposit is per booking and will be requested a minimum of two weeks before arrival of yourselves or any guests/suppliers. Bookings alongside an event such as a wedding WILL have to pay a damage deposit of £1000.00, which is refundable one week after the event if all terms and conditions are met (this will however be at our discretion).
- We require a Temporary Events Notice on site with will be applied for by ourselves however if we are not applying for it we will need it on site at least 15 clear working days before your event (no exceptions).
- Details of any outside suppliers i.e. marquee/tipi suppliers, caterers, band, disco, bouncy castle, DJ etc must be given in full a minimum of two weeks before any event. We require copies of all their insurances and accredited documentation BEFORE they are allowed on site. No supplier will be allowed on site unless an up-to-date copy of his or her insurance has been produced and given to us.
- We request a copy of your insurance for your event.
- You must instruct your marquee/tipi etc company that their marquee cannot be on site before Thursday if your event is on a Saturday. And is taken down and off site the following Mondays 12 midday if it is a weekend event (unless otherwise agreed) so that we can arrange for the next event to be organised. We will notify you if this must be any earlier/later before or following your event.
- All balances such as optional extra must be paid and settled at the latest one month before your event.

- We will use any photos taken for promotion of our business and on occasions will bring in our own photographer for photographs for our own use. Please let us know in writing two weeks prior to your event if you do not wish us to use particular photos of your event. We will where possible smudge out any faces of children under the age of 18
- This Contract constitutes the entire agreement between you and Mapperley Farm, no verbal representations or arrangements are recognised by mapperley farm or any of its representatives.

**We reserve the right to ask you to leave the site at any time if the behaviour of any member of your party is offensive and/or dangerous to our staff other members of the public and ourselves, animals or land or neighbours etc, or any damage, or drugs being taken or any inappropriate behaviour with NO EXCEPTIONS.**

**We reserve the right to change our terms and conditions at any time without prior notice.**