



The Little Fox

Bookings Terms & Conditions

Applicable to all meeting, private dining and wedding booking

By signing this document, you accept & agree to the terms and conditions of this agreement. Failure to sign to these terms will result in the cancellation of any bookings made.

Booking Timeline

At the time of booking, the event manager will endeavour to take as many details as possible from the customer. This will include, but will not be limited to: booking name, home address, contact telephone and email address, anticipated guest numbers, expected event timings, initial forecasted cost.

The customer must provide the venue with all final details, including menu selections, confirmed guest numbers and timings, no later than 2 weeks prior to the event date. Failure to provide this information may result in the venue cancelling the booking with no refund provided.

Payment Terms

In order to fully secure a booking, a deposit is required. The deposit amount will be decided by the event manager, taking into account the expected event cost. Once paid, the deposit is non-transferable and non-refundable. The deposit must be paid by card or cash.

The final balance is payable no later than 14 days before the event date. The venue reserves the right to cancel any bookings for which payment has not been processed.

An invoice can be provided pre-event on request; however, this does not mean that payment can be made post-event.

Cancellations

The customer reserves the right to cancel their event at any time, with or without reason, however the customer may be liable to the following cancellation charges:

- Up to 8 weeks prior to the booking date – Any deposit paid is lost
- 6-8 weeks prior to the booking date – 25% of the total event cost
- 4-6 weeks prior to the booking date – 50% of the total event cost
- 2-4 weeks prior to the booking date – 75% of the total event cost
- Less than 2 weeks prior to the booking date – 100% of the total event cost

If the event is cancelled later than 2 weeks before the booking date, the full anticipated cost will be charged to the customer, regardless of whether the final payment has been made.

Privacy Statement

The venue will require to take personal details from the customer. The venue strives to ensure that all personal information is kept safely and securely, and once the event date has passed, all sensitive information such as credit card details will be destroyed and disposed of securely.

Personal contact information will not be used for any marketing reasons unless otherwise specified by the venue, or unless the customer requests to be added to the venue's mailing list.

Confidentiality

The Little Fox operates a strict client confidentiality policy and will not disclose any information about the customer or the event to anyone other than the direct customer contact. In the same way, the venue expects the same level of confidentiality from the customer.

Damages

Any damage, theft or loss of any property belonging to the venue, or any furnishings / fixtures within the venue, caused by the customer or any of their guests, will be the sole responsibility of the customer. Any charges relating to said damage will be charged on to the customer, and the charges must be settled.

Force Majeure

The Little Fox may postpone or cancel any event where forces outside of their control such as bad weather, acts of terrorism or other events which cannot by reasonable mitigated against, impact the running of the event. No liability for any costs or expenses incurred by the customer are accepted by the venue in the event of a cancellation or postponement of this nature.

Food Policy

Any food consumed on the premises must be that provided by the venue itself. No outside caterers are permitted to provide food for the venue, and the customer may not bring their own catering in place of the venue's services.

Customers may bring in a pre-bought or pre-ordered celebration cake, or edible favours for guests, so long as the allergen and company details are provided to the venue. The venue will not accept responsibility for any issues that may arise from guests consuming these goods on the premises.

If the customer wishes to take any leftover food home, this is at their own discretion, and they must sign a waiver form relinquishing the liability of the venue once the food has left the premises.

Menus

Menus are provided by the chef team within the venue, and selections must be provided no later than 2 weeks prior to arrival at the venue.

No guests will be allowed to make menu selections on the day of the event.

The chef reserves the right to alter or remove certain elements of a dish, without further notice, if they are not happy with the quality of produce delivered from their relative supplier. If this is the case, the chef will agree to supplement with that of a similar taste/quality so as not to spoil the overall essence of the dish.

Alcoholic Drinks / Drugs

As a licensed property, the venue will agree to serve alcoholic drinks from 12noon until 12midnight. Any customers wishing to extend the bar license must request this in writing at least 4 weeks prior to the event date, so that the venue can apply for the necessary permissions via the local council.

As stated by the English Law, the venue reserves the right to refuse service of alcohol to anyone who they believe does not look above the legal age of 18 and cannot produce any form of photographic identification as proof of age.

The venue also reserves the right to refuse service to any individuals who appear to be over their limits or become abusive to staff in any way.

Taking of drugs of any kind will not be tolerated within the venue, and anybody witnessed taking part will be asked to leave immediately, and the police will be called. The venue also reserves the right to shut down the event immediately should this problem arise.

Personal Items

The venue does not accept liability for any personal items brought to the premises or left on the premises (either pre or post event). Any items left at the venue are done so at the customer's own risk, and any damage, loss or theft will not be the responsibility of the venue.

Should the venue be available, and the customer be willing to, they are welcome to decorate and or store any items with the venue overnight. If the venue does not have the space to store any items, they do have the right to refuse the customer, and the items must be brought back on the event day for use.

Any lost property will be kept at the venue for a maximum of 2 weeks. Once the 2 weeks is up, if the items have not been claimed, the venue will dispose of the items. Any customers wishing to have their items returned to them by post will be liable for any charges associated with this such as packaging and delivery.

Minimum Spend

On Friday and Saturday's, we have a minimum spend of £2500 this is inclusive of food and drinks. If the minimum spend is not met, then the organiser will be liable for the remaining amount and will need to pay this prior to departure from the venue. I.e. if you have only spent £2300 on the night, then you will need to settle the remaining £200.

Name: _____

Signature: _____

Date: _____