



Leigh Court

CORPORATE AND PRIVATE PRICE LIST: JANUARY 2010 – DECEMBER 2010

ROOM HIRE (PER EVENT OR PER DAY)

Lounge	£298.00
Individual rooms (each)	£371.00
Morning Suite (Morning Room + Lounge)	£601.00
Library	£611.00
Garden Suite (Salon/Tapestry or Drawing/Salon)	£737.00
Library Suite (Library + Great Hall/Morning room)	£988.00
Tapestry Suite (3 small ground floor rooms)	£988.00
Miles Suite (Library + 2 rooms)	£1233.00
Terrace Suite (Library + 3 rooms)	£1520.00
Ground Floor (exclusive use)	£2127.00
Grounds (per allocated area)	POR
Marquees	POR

All prices exclude VAT and 10% Event Management

Members of GWE Business West benefit from a 20% discount on room hire – please ask for details

If you have a specific requirement or budget please do discuss this with us as we are always happy to tailor our quotations to try and meet our client's needs

EVENT MANAGEMENT

The Event Management charge, shown separately, is made in respect of the organisation and management prior to and during your event.

DAY DELEGATE RATES

Day delegate rates are subject to a minimum of 10 delegates and include the following:

- Meeting room hire and area for catering and refreshments
- Tea, coffee and Danish pastries on arrival
- Tea, coffee and biscuits mid morning
- Tea, coffee and cake mid afternoon
- Lunch
- 2 x flipcharts, with pads & pens
- 1x tripod screen
- Bottled water throughout the day and with lunch
- 1 glass fruit juice per person with lunch
- Event management
- Free parking

If you have a requirement for any additional equipment or breakout rooms we can supply costs on request

DDR with Lunch buffet	£39.00
DDR with 2 course formal buffet	£44.00
DDR with 3 course formal buffet	£50.00
DDR with 3 course meal	£56.00

All day delegate prices exclude VAT

MENUS

We have worked carefully with an experienced team of chefs to create delicious contemporary menus, stylishly presented, using the finest local & seasonal produce. In order that we do this we make regular changes to salads and vegetable dishes as well as the content of our sandwich fillings and buffet items. We ask that you leave the choices for these items to our chefs. If you have any specific requirements please discuss these with your Event Coordinator, who would be delighted to offer help and advice if required.

AUDIO VISUAL EQUIPMENT

PROJECTION SCREENS

• 5' or 6' Tripod screen	£13.50
• 8' Tripod screen	£33.50
• 8' x 6' fast fold screen (for front or back projection)	£40.25

COMPUTER DATA PRESENTATIONS

• LCD Projector (1024 x 768)	£100.00
• Data projector stands	£13.50

SOUND EQUIPMENT

• Conference PA system (2 speakers)	£80.00
• 1 pair additional speakers	£44.00
• Table stand for microphone	£6.80
• Hand held radio microphone	£46.00
• Neck tie/lapel radio microphone	£46.00
• Table top microphone (3 persons)	£27.00

FLIPCHART

• Flipchart with pad and pens	£24.00
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LECTERN

• Lectern	£50.00
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OTHER ITEMS

• Technician per hour (minimum 3 hours)	£45.00
• Staging (2m x 1m block) per block	£53.50

All prices are per day and exclude vat

If you have any specific requirements, please ask you Event Co-ordinator, who will supply you with a quotation.

WiFi

WiFi internet access is available in all function rooms

BREAKFAST

<i>Tea, Coffee and herbal infusions</i>	£1.50
<i>Tea, Coffee and biscuits</i>	£1.95

INDIVIDUAL BREAKFAST ITEMS

Danish pastries	£ 2.00
Croissant with butter and of preserves	£ 1.80
Pain au Chocolat	£ 1.70
Pain au Raisin	£ 1.70
Almond croissant	£ 1.80
Muffins	£ 2.00
Fruit	£ 1.60

BACON OR SAUSAGE ROLLS £3.20

Rolls filled with British thick cut back bacon, British sausages or vegetarian alternative

CONTINENTAL BREAKFAST £8.95

Danish pastries, croissants, freshly baked bread preserves & butter
Tea, coffee & orange juice

Additional items can be added to this

FULL ENGLISH BREAKFAST £15.75

British thick cut back bacon and sausages
Free range eggs
Grilled tomatoes
Mushrooms
Fresh bread croissants and preserves
or
Smoked salmon with scrambled free range eggs served with all butter croissant

Tea, coffee and orange juice

SANDWICHES AND FINGER BUFFETS

Sandwiches and finger buffets are served from buffet tables, no formal seating is required so food can be eaten whilst standing.

As all of our ingredients are locally sourced and seasonal, we make regular changes to salads and vegetable dishes as well as the content of our sandwich fillings and buffet items. We ask that you leave the choices for these items to our chefs. If you have any specific requirements please discuss these with your Event Coordinator, who would be delighted to offer help and advice if required.

SANDWICHES £4.00

One round per person

SANDWICH LUNCH £8.50

- A selection of filled rolls, breads and wraps
- Crisps
- ½ fruit & ½ freshly baked cake

FINGER BUFFET A £12.30

- A selection of sandwiches
- 3 finger food items
- ½ fruit & ½ freshly baked cake

FINGER BUFFET B £16.00

- A selection of sandwiches
- 5 finger food items
- ½ fruit pots & ½ freshly baked cake

Additional items can be added to your finger buffet £2.10 per item

Tea, Coffee and herbal infusions £1.50 per serving

Tea, Coffee and biscuits £1.95 per serving

BUFFETS (MINIMUM ORDER FOR 10)

PLOUGHMANS PLATTER £15.00

A selection of sliced ham, Cheddar and Stilton, celery, apples, pickles and chutneys served with fresh crusty bread

Chocolate brownie and fresh organic cream

CHEF'S SELECTION OF THE DAY

An informal two course lunch from our daily menu, consisting of one main course dish, one side dish and one dessert. No formal seating is required so food can be eaten whilst standing, please ask your Event Coordinator for details.

Cold Buffet £21.00

Hot Buffet £18.50

FORMAL BUFFET

Plated starters and desserts are served to the dining tables and guests are invited to a buffet for main course

1 course	£18.90
2 course	£27.80
3 course	£36.75

STARTER

Please select one starter from the list below

- Chicken and mango salad with a coriander dressing
- Goats cheese and spinach roulade with a Dijon mustard dressing (V)
- Tomato and mozzarella served with salad leaves and basil olive oil (V)
- Leek and potato soup with croutons and julienne vegetables (V)
- Smoked salmon, lemon mousse and toasted seed bread
- Goats cheese and red pepper pate (V)
- Fresh onion soup (V)
- Roasted vegetable tartlet and gratine (V)
- Grilled goats cheese ciabatta (V)
- Market salad (V)
- Leek, onion and Stilton cheese tart (V)

MAIN DISHES

Please choose up to three dishes from EITHER the hot or cold buffet menus below

HOT BUFFET

Please select up to three dishes from the menu below

- Saute of lamb with root vegetables
- Chicken breast with white wine and thyme sauce
- Shepherds pie
- Bouillabaisse of fish
- Veal scaloppini with a port sauce
- Mediterranean vegetable casserole (v)
- Lasagne di carne
- Venison sausages with red onion gravy
- Saute of boeuf bourguignon
- Chicken and mushroom casserole
- Seafood paella
- Devon fish pie
- Confit of duck cassoulet
- Aubergine layer and vegetable ratatouille (v)
- Grilled gammon steak with white wine sauce
- Baked salmon fillet with basil cream sauce

COLD BUFFET

Please select up to three dishes from the menu below

- Coronation chicken
- Vegetarian quiche (v)
- Honey roast ham
- Cherry tomato and parmesan cheese bruschetta (v)
- Dressed salmon with lemon butter
- Chicken with mango and spring onion
- Roasted sirloin on beef
- Platter of smoked salmon
- Goats cheese and spinach roulade (v)
- Herb chicken Provencal

SALADS AND VEGETABLES

Please also select up to three dishes from the menu below, we recommend that one option is rice/ potatoes/cous cous

Greek Salad
Lemon Potatoes
Pasta, pesto and olives
Green Salad
Tomato and basil salad
Apple, celery and walnut salad
Roasted vegetables
Spicy tabbouleh
Classic rice salad
Spicy Thai salad
Coleslaw
Rice and dried fruit salad
Potato, mayonnaise and chive
Cous cous and coconut
Salad nicoise
Cucumber, tomato and red onion
Tomato and mozzarella
Sausage, smoked bacon and potato
Chinese style noodle salad
Hot new potatoes
Dauphinoise potatoes
Mashed potatoes
Basmati rice
Cous cous

DESSERTS

Please select one dessert from the menu below

Lemon Tart
Vanilla Cheesecake
Fresh fruit salad
White chocolate tartlet
Banoffee pie
Apple crumble
Mixed berry plate
Summer fruit pudding
Strawberries and cream
Crème brulee
Profiteroles
Eclairs (chocolate or coffee)
Apple and calvados tart
Double chocolate cake
Eton mess
Lemon cheesecake
Chocolate fudge cake

Tea, coffee and herbal infusions

TEA TIME

Tea, Coffee and herbal infusions	£1.50
Tea, Coffee and biscuits	£1.95

CAKES	£1.80
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A selection of cakes available

AFTERNOON TEA	£14.90
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Please select 5 items:

- Little scones, jam and cream
- Cake from the above list – 2 pieces of cake per person
- Cocktail size sandwiches – 2 per person
- Prepared fruit
- Fruit skewers
- Little filled croissants with gruyere cheese and ham
- Savoury muffins

Served with tea, coffee and herbal infusions

CANAPÉS

For pre-dinner please select 4 items

For a canapé and drinks reception please select 8 items

CANAPÉS

£1.50 per item

Salmon filo

Quails eggs and caviar

Mini chicken satay

Crayfish tail croustade

Mini savoury choux filled with vegetables (v)

Salami di milano and provolone cheese picks

Foie-gras on toasted brioche with shallot marmalade

Duck spring rolls with Hoi Sin sauce dip

Blinis and taramasalata mousse

Mini Yorkshire puddings filled with beef and horseradish cream

Mini spinach and almond quiche (v)

Smoked chicken and thyme samosa

Roasted vegetable and basil tartlet (v)

Smoked salmon and cream cheese canapé

Emmental cheese and olive picks (v)

Honey roast ham vol-au-vent with walnut and honey mayonnaise

Cheese and cherry tomato crostini (v)

Shot glasses filled with chilled Spanish gazpacho

Pastry spoons with marinated cockles and prawns

Guacamole and lime barquette (v)

Mini Thai fish cakes with sweet chilli sauce

Mini cones of vegetable tempura (v)

Parma ham, sun blushed tomato and olive crostini

DINNER

Please choose one item from each course to create a menu served to all guests

If you wish to choose more than one item (maximum 3 choices per course) a surcharge will apply. Numbers for the pre-selected choices will be required prior to the event

STARTERS

Chicken and mango salad with a coriander dressing	£8.45
Goats cheese and spinach roulade with a Dijon mustard dressing (v)	£8.45
Tomato and mozzarella served with salad leaves and basil olive oil (v)	£8.45
Leek and potato soup with croutons and julienne vegetables (v)	£8.45
Smoked salmon, lemon mousse and toasted seed bread	£8.45
Goats cheese and red pepper pate (v)	£8.45
Fresh onion soup (v)	£8.45
Roasted vegetable tartlet and gratine (v)	£8.45
Grilled goats cheese ciabatta (v)	£8.45
Market salad (v)	£8.45
Leek, onion and Stilton cheese tart (v)	£8.45
Devon style fishcake with a crème fraiche and cucumber dressing	£9.80
Smoked chicken and onion marmalade parcel with baby salad leaves	£9.80
Fine asparagus tartlet, parmesan shavings, rocket and a balsamic dressing (v)	£9.80
Grilled Welsh goats cheese, griotte and toasted almonds (v)	£11.80
Oven baked buffalo mozzarella wrapped in Parma ham, served with rocket leaves and balsamic reduction	£11.80
Avocado mousse and sweet chilli prawns with rocket leaves	£11.80

MAIN COURSE

All main courses come served with fresh seasonal vegetables	
Organic pork sausages with onion and merlot gravy and mustard mash	£20.80
Roasted chicken breast with port and lemon thyme sauce and sauté potatoes	£20.80
Roasted chicken breast with a creamy shallot and merlot sauce and new potatoes	£20.80
Baked salmon fillet with chives with beurre blanc sauce and new potatoes	£20.80
Filled pancake with mushroom duxelle (v)	£20.80
Vegetarian moussaka (v)	£20.80
Aubergine and goats cheese mille feuille (v)	£20.80
Filled pepper with ratatouille (v/vegan)	£20.80
Five bean and potato ragout (v)	£20.80
Creamed spinach and asparagus risotto (v)	£20.80
Courgette and spinach polenta cake (v)	£20.80
Halibut fillet, courgette flan with vierge sauce and new potatoes	£23.00
Corn fed chicken breast with crushed potato cake and smoky bacon sauce	£23.00
Roasted corn fed chicken breast with red onion marmalade, rosemary jus and herb mash	£23.00
Pork fillet rolled in Parma ham with a creamy bordelaise sauce and mash	£23.00
Roasted rack of lamb, rosemary jus and dauphinoise potatoes	£27.80
Braised sirloin steak, baby onion and mushroom sauce and fondant potatoes	£27.80
Roasted Gressingham duck breast, orange sauce with sauté and turned potatoes	£27.80
Grilled fillet of beef, peppercorn sauce and dauphinoise potatoes	£27.80

DESSERTS

Summer fruit pudding, fresh berries and cream	£8.45
Seasonal fruit tartlet and fruit coulis	£8.45
Chocolate tart with organic cream	£8.45
Classic lemon tart and citrus sauce	£8.45
Apple and frangipane tart served with crème Anglaise	£8.45
Chocolate terrine and crème Anglaise	£8.45
Baileys crème brulee	£8.45
Steamed chocolate pudding and toffee sauce	£8.45
Exotic fruit tart and orange cream	£8.45
Madagascar vanilla cheesecake, strawberry sauce and chocolate flake	£9.20
Lemon brulee tart	£9.20
Apple tarte tatin and pear puree	£9.20
Steamed warm chocolate pudding served with vanilla cream	£9.20
Warm cinnamon and pear steamed pudding with vanilla cream	£9.20
White chocolate cheesecake with dark chocolate sauce	£9.20
Vanilla and Amaretto panacotta, soft almond caramel and marinated berries	£9.20

OPTIONAL EXTRAS

Add these items to enhance your menu and provide an extra treat for your guests

CHEESE COURSE	£6.75
A selection of cheese and biscuits served with grapes, celery and chutney	
CHOCOLATE PLATTER	£3.95
A selection of truffles, fudge and amaretti biscuits	
SORBET COURSE	£3.70
A choice of refreshing flavours, served in a Champagne flute. Please ask for details	
AMUSE-BOUCHE	
Mini soups served prior to your starter. Please ask for details	£3.70

BARBECUE AND HOG ROAST

HOG ROAST

£27.80

Please ask for details of our locally sources, organic hog roasts

Hog roast, crackling, stuffing and apple sauce, served with 3 salads and a dessert

From the buffet menus

BARBECUE MENU A

£12.50

Beef Burgers

Chicken Kebabs

Pork Sausages

Veggie Option

Bread and Sauces

BARBECUE MENU B

£19.50

Burgers

Lamb Kebabs

Spicy Beef and Sweet Pepper Kebabs

Coleslaw

Green Salad

Bread and Sauces

DRINKS

Pimms – Pimms no. 1 and lemonade served chilled in a tall glass with cucumber and mint garnish	£3.30
Bucks Fizz – Sparkling wine and orange juice	£3.30
Kir Royale – Champagne with a blush of cassis	£3.90
Mulled Wine – A warm infusion of red wine, mixed spice and citrus fruits	£3.30
Bottled Beers/Cider – 330ml bottles of Corona, Budweiser or Magners cider	£2.87
Fruit Punch – A blend of chilled fruit juices and lemonade	£1.70
Fresh Fruit Juice – Apple, Orange, Cranberry or Pineapple	£1.65

Any Champagne or Sparkling wine from the wine list can be served as a welcome drink, these will be charged per bottle (5 glasses per bottle) based on the number of guests.

NIBBLES

£2.40

Served with welcome drinks – A selection of salted pretzels, pistachio nuts, cashew nuts, cheese straws, bread sticks and olives

Tea, Coffee and herbal infusions

£1.50

Tea, Coffee and biscuits

£1.95

WINE LIST

CHAMPAGNE & SPARKLING WINE

Bin

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| 1 | Louis Dornier et Fils Brut <i>France</i>
Very stylish with a pronounced, biscuity flavour and a fine, elegant bouquet. A result of good bottle maturation. | £36.50 |
| 2 | Moet & Chandon Brut Imperial <i>France</i>
A well know blend of older reserves with young wines to ensure a consistency of this flowery aroma and warm biscuit hints | £40.00 |
| 3 | Pigalle Brut <i>France</i>
Soft and fruity with a touch of crisp apple and nectarine on the palate. This easy-drinking, sparkling wine is made by the 'cuve close' method so that it produces a natural sparkle. | £13.65 |
| 4 | Berri Estates Cuvée Brut, SE Australia <i>Australia</i>
Soft and sparkling with a lively effervescence, a perfect combination of fruit and acidity. Approachable and easy-drinking with a good length. | £15.00 |
| 5 | Hardys Stamp of Australia Chardonnay-Pinot Noir, SE Australia <i>Australia</i>
Crisp, with lifted citrus Chardonnay and strawberry-like Pinot Noir, soft and flavoursome with a creamy texture. | £15.40 |
| 6 | Codorniu Pinot Noir Brut Rose, Cava <i>Spain</i>
A delicious style of ripe summer fruit aromas so typical of a well made Pinot Noir | £17.60 |

WHITE WINE

Bin

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| 7 | Kumala Chenin Blanc-Chardonnay <i>South Africa</i>
A crisp, easy-drinking, dry white with lots of fresh citrusy flavours from the Chenin, to match the butteriness of the Chardonnay | £13.10 |
| 8 | Hardys 'The Riddle' Chardonnay-Semillon, SE Australia <i>Australia</i>
A popular blend, combining a soft creamy texture with lime flavours and subtle oak characters that deliver a crisp dry white wine. | £13.10 |
| 9 | Pinot Grigio Provincia di Pavia, Collezione Marchesini <i>Italy</i>
Lovely buttery style with typical pear fruit. Grapes are fermented in stainless steel tanks with a long fermentation to enhance the rich style. | £13.10 |
| 10 | Touraine Sauvignon, Domaine Trotignon <i>France</i>
Deliciously prominent gooseberry fruit flavours and an appealing freshness. This wine has a long finish and is an excellent example of Loire Sauvignon Blanc. | £15.40 |
| 11 | Faustino VII Rioja Blanco <i>Spain</i>
Pure Viura, cool fermented in stainless steel. Crisp, apple flavour with a delicate spicy aftertaste. | £14.88 |
| 12 | Dos Hermanos Fair Trade Sauvignon Blanc, Curico <i>Chile</i>
Fresh and zesty, bottled young to capture the natural, aromatic characteristics and acidity typical of this variety. Made from grapes from growers paid according to FairTrade Organisation principles | £13.85 |
| 13 | Vidal Estate Sauvignon Blanc, Marlborough <i>New Zealand</i>
A classic crisp, herbaceous style of Sauvignon Blanc, mingled with passion fruit & melon flavours. A complex wine with great intensity and length | £17.20 |
| 14 | Bourgogne Chardonnay Couvent des Jacobins, Louis Jadot <i>France</i>
This mainly Côte d'Or sourced wine is matured in oak barrels. It has a full rich, buttery Chardonnay nose and a crisp, well balanced palate | £20.00 |

ROSE WINE

Bin

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| 15 | Hardys Riddle Cabernet-Grenache, SE Australia <i>Australia</i>
Aromas of ripe strawberry with floral, rose petal overtones. Light bodied on the palate, with soft, sweet berry fruit flavours. | £13.10 |
| 16 | Vidal Estate Merlot Rose, Hawkes Bay <i>New Zealand</i>
Vibrant rose colour and off-dry style, with crisp acidity and fresh lingering summer-fruit aromas and flavours. | £16.60 |

RED WINE

Bin

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| 17 | Kumala Pinotage-Shiraz, Western Cape <i>South Africa</i>
Rich and plummy with good fruit, spicy character and a touch of vanilla-oak in the finish.
From two of South Africa's most popular varieties. | £12.60 |
| 18 | Finca Flichman Malbec, Mendoza <i>Argentina</i>
Full-bodied and well structured, with a typically strong, peppery nose and a slight earthy palate | £13.10 |
| 19 | Hardys 'The Riddle' Shiraz-Cabernet, SE Australia <i>Australia</i>
A classic Australian blend, spicy pepper, raspberry and cherry fruit of the Shiraz and the blackcurrant, capsicum and mint of the Cabernet. Lightly oaked, a soft finish with mellow tannins. | £13.10 |
| 20 | Don Jacobo Crianza Rioja Tinto, Bodegas Corral <i>Spain</i>
A rich, full-bodied red made in the traditional way, with at least one year of oak ageing.
It has a bright raspberry and cherry fruit character and a silky smooth finish. | £17.00 |
| 21 | Château Haut Roudier, Bordeaux <i>France</i>
Deep cherry red with coulis-style berry fruit. The nose shows finesse and freshness and the palate is characterised by soft berry fruit picked at optimal maturity. Soft on the palate with a fine balance and full finish. | £13.65 |
| 22 | Torres Coronas Tempranillo <i>Spain</i>
From mostly Tempranillo grapes with a small amount of Cabernet Sauvignon to add structure, aged in American oak for 9 months, producing a medium-bodied and rich wine. | £15.10 |
| 23 | Dos Hermanos, Fair Trade Carmenere, Curico <i>Chile</i>
Full and flavoursome with rich, spicy fruit and good structure using the unusual Carmenere grape, a Bordeaux variety now found only in Chile. The grapes are sourced from growers paid in accordance with FairTrade Organisation principles. | £16.00 |
| 24 | Vidal Estates Merlot, Hawkes Bay <i>New Zealand</i>
Fully ripe plum aromas coupled with soft, smoky oak from the barrique maturation, combine with rich, black cherry and red berry fruit flavours and fine-grained tannins on the finish. | £17.50 |

CORKAGE

Leigh Court does not offer corkage. If you would like a particular variety of wine that is not available on our list please discuss your requirements with us and we will endeavour to accommodate your requests.

NON-ALCOHOLIC ALTERNATIVES

A non-alcoholic sparkling grape juice is available for welcome drinks, table wine or toast drinks @ £5.00 per 70cl bottle.

Bottled water @ £3.00 per 70cl bottle

All prices excl. VAT

TERMS AND CONDITIONS FOR THE BOOKING OF A CONFERENCE/EVENT

Leigh Court Events & facilities are operated by GWE Business West, hereafter referred to as LC.

ESTIMATES

Estimates are based on current prices and guaranteed for 30 days from date of issue. All tariffs and charges are subject to change without prior notice.

DEPOSIT

A non-refundable deposit, as agreed at the time of enquiry, is required on written confirmation of the Client's booking. Should the Client fail to pay such a deposit within 14 days of receipt of quotation, LC may treat the booking as having been cancelled by the Client.

CONFIRMATION

All bookings must be confirmed in writing. Written confirmation and a signed copy of the LC agreement for the hire of premises and equipment will be deemed as acceptance of these Terms and Conditions. The organisation and/or individual in whose name the booking is made will be considered the Client, and shall be jointly and severally liable in respect of the booking and related costs. The final number of guests must be notified to LC not less than 5 working days prior to the event. The amount payable by the Client shall be calculated on this final number or the number actually attending, whichever is the greater.

PAYMENT

A final VAT invoice will be sent immediately after the event. Any amount representing the supply of additional services, goods or damage to premises, furnishings and equipment not covered by the estimate will be invoiced immediately after the event. Payment will be required within 14 days. Any outstanding balance remaining unpaid after 14 days may attract additional charges.

CANCELLATION

Any cancellation or postponement by the Client must be in writing. If made within the timescales set out below, the following charges will be made:

Time before the Event

Less than two months	25% of estimate
Less than one month	50% of estimate
Less than two weeks	100% of estimate

LC may cancel any booking at any time not later than three calendar months prior to the event date. LC may do so without stating a reason and shall refund any deposit paid but shall not be liable to pay any compensation to the Client in respect of any such cancellation.

DELEGATES

An estimate of the number of guests must be given at time of booking together with details of any special requirements such as diet. LC reserves the right to refuse admission at all times at its discretion at any point during the event.

The Client shall be responsible for all persons who attend the event and for their behaviour at all times and shall be responsible for any damage caused to the premises, its furnishings or equipment. The Client will be made aware either immediately or not later than 48 hours after the event, of any chargeable damage and an invoice will be raised. The Client may be required to ask any guest or guests to leave the premises at the request of the Event Manager or any other senior member of LC staff. LC reserves the right at all times to remove any person whom in its view, is not behaving appropriately.

LIABILITY

LC shall not be responsible for any loss or damage to any property belonging to or brought onto its premises by any person. Save as required by law, LC is not responsible or liable for any injury or any other loss or claim whatsoever by or to any person on its premises.

LC shall not be responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, Government restriction or Act of God which may cause the premises to be temporarily closed or the event interrupted.

No signs or other items shall be placed outside or affixed to any part of LC's premises by any means without the prior consent of LC. The client shall be responsible for any damage caused to the allocated rooms by any act, default or neglect of the Client, subcontractor or guests, and the Client shall pay to LC on demand the amount required to make good any such damage.

The Client shall indemnify LC, its agents and employees and assigns from and against all/any liabilities, losses, damage, claims and expenses (including but not limited to legal expenses) of any nature relating to or arising out of any failure of the Client to perform or comply or procure compliance with the terms of the booking and its legal obligations generally.

SUBLETTING

The Client shall not sub-let the hired rooms.

TIMES OF HIRE

Unless otherwise stated the hire of all rooms is for the following periods:

Day Hire: 9.00 am – 6.00 pm Evening Hire: 6.00 pm – 11.00 pm

Events are required to finish at the times agreed when the booking was confirmed. Extensions to these times, should they be possible, will incur additional charges at an hourly rate of 20% of the room hire cost.

BAR OPENING TIMES

Without exception, a chargeable bar licence may be applied for until 12 midnight with half an hour 'drinking up' time. All guests will be requested to vacate Leigh Court premises by this time.

SMOKING POLICY

Smoking is not permitted in any part of Leigh Court

FIREWORKS AND NOISE NUISANCE

Due to restrictions imposed by North Somerset Council and the Environment Protection Act 1990 – Section 80, Leigh Court will only permit fireworks to be fired prior to 10pm by our authorised supplier (details available on request). Noise from amplified music must be kept at an acceptable level.

GENERAL

LC reserves the right to assign any booking as it may determine. The Client will not be guaranteed exclusive use of the premises or grounds of Leigh Court unless otherwise purchased on that basis and confirmed by LC in the contract letter. LC shall not be responsible for any charges relating to services booked directly by the Client or any third party whatsoever.

Event Ref. _____

I/We confirm our booking for the above and have read, understood and accept your Terms and Conditions of Trading

Signed _____ Date of event _____

Print Name _____ Company Name _____

Leigh Court Events, GWE Business West, Leigh Court, Abbots Leigh, Bristol BS8 3RA Tel: 01275 373393