

PRIVATE HIRE TERMS & CONDITIONS

This contract is between:

**Club Menorca [North Coast Apartments SL], Carrer de sa Mina 2, Cala en Porter, 07730, Menorca (Club Menorca)
and the hirer of the venue (The Client).**

1. Cost of hiring the venue, including catering is _____€
 - a) A non-refundable booking deposit of 30% (_____€) secures your date
 - b) Full amount of booking deposit will be deducted from your final balance, which is due two months before ___/___/202__
2. A damage deposit of 500,00€, payable in advance, is required and will be used for the following occurrences.
 - a. Any property damage to the infrastructure or contents of Club Menorca.
 - b. Any loss or damage to any equipment, crockery, cutlery or glassware, tableware or decor supplied by Club Menorca.

Final balance & damage deposit to be paid two months before your wedding and will be held on file until after your wedding. It will only be cashed in the event of any of the above occurrences.
3. Club Menorca management have full authority over the venue.
4. Access to Club Menorca for event set up will be from 11:30 am on the day of the event itself.
5. Music must cease at 00:00 promptly. We advise that the last song is played at 23:50.
6. The venue must be maintained in a safe, clean and tidy condition at all times.
7. Notwithstanding that Club Menorca recognises its duty of care to all those on its property (and — request) the Health and Safety of The Client's contractors, employees, guests and family remain the responsibility of The Client at all times.
8. Whilst every effort is made by Club Menorca, its agents and employees to advise and assist The Client in achieving a successful event, the conduct of the Client's contractors, employees, guests and family remain the sole responsibility of the Client at all times.
9. The site must be vacated by 1:00a.m. at the latest unless otherwise agreed in advance.
10. The release of sky lanterns or use of fireworks is not permitted.
11. The guest numbers given when booking may be reduced by the Client by 10% without recourse prior to final numbers being confirmed. The final invoice will reflect no more than a 10% decrease.
12. Payment methods available include bank transfer, debit card, and credit card.
13. In the unfortunate event of a booking having to be cancelled confirmation in writing will be needed by Club Menorca, and your full deposit will be retained.
14. Club Menorca will endeavor to provide suitable adaptations to the Clients menu for any guests with special dietary requirements or allergies. We cannot however take responsibility for any guests unless advised in advance (no less than 7 days prior to the event).
15. The Client agrees to pay for any loss or damage to any equipment, crockery, cutlery or glassware supplied by Club Menorca for the event which is in excess of the £500 damage deposit, including any issues caused by the Clients guests and / or crew.
16. Club Menorca will not be held responsible for the theft, lost or damage to any personal effects of the Client or Clients guests and / or crew.
17. Club Menorca accept no liability under any claim whatsoever arising (be it by negligence or otherwise) for any loss over the figure of the existing Club Menorca Public Liability Limit of Indemnity. Note that this figure which may change from time to time is available upon request.
18. Club Menorca shall incur no liability to the Client if performance of the contract is prevented or hindered by any case whatsoever beyond Club Menorca's control and in particular but without prejudice to the generality of the foregoing, by act of fire, flood, subsidence, sabotage, accident, strike, or act of God and shall not be liable for any loss or damage resulting there from suffered by the Client.
19. We advise that the Client has the appropriate insurance prior to booking and paying deposits to ensure they can recoup any unforeseen losses, and to cover any eventuality which may cause you to cancel your booking as we will be unable to return a booking deposit under ANY circumstances.