

HIRE OF THE MANSION HOUSE FOR PRIVATE FUNCTIONS **BOOKING CONDITIONS**

The Mansion House is the official residence of the Lord Mayor of Bristol and is owned by Bristol City Council and is available for private hire. The maximum number of guests which can be accommodated in the house is 120 standing, or 100 seated.

CONFIRMATIONS

Bookings will be treated as provisional until written confirmation is sent by the Hirer to the Mansion House accompanied by the room hire charge (non returnable). The Mansion House will then acknowledge receipt of and confirm the booking fees.

The Hirer must inform the Mansion House of the anticipated number of guests not less than 1 month prior to the function.

With regards to the catering, final numbers must be given to the Mansion House at least 5 working days prior to the function. The amount payable by the Hirer will be calculated on this final number or the number who actually attended, whichever is the greater.

MUSIC, DANCING

Suitable live or recorded background music may be permitted, details of which must be agreed beforehand. The Mansion House is licensed for music/drinks until 11pm.

CHARGES

Details of the charges for the hire of the accommodation (or part thereof) are set out in the Pricing Schedule.

Payment for any sundry items such as telephone calls, photocopying, fax messages, flowers etc; and for the use of visual/audio equipment will be contained in the final invoice which will be submitted after the event.

Any change in the charges after acceptance of booking by the Council shall be communicated by the Council to the Hirer in writing who may, within seven days of such notification, cancel the booking. In the event of such cancellation, the deposit paid will be refunded, less an administrative charge of 20% of the total booking fees and charges.

CATERING

All catering at the premises is to be undertaken by the City Council's nominated Caterer whose details are set out in the Covering Letter.

No wines, spirits, soft drinks or food may be brought into the allocated rooms by the Client or guests for consumption on the premises unless by prior agreement, when a charge will be made.

All catering charges for the function or event will be included in the invoice sent to the Hirer by the City Council. Payment of such invoice(s) (including VAT) should then be made to the City Council within 28 days. Interest charges calculated at 2% per month will be added to all outstanding balances upon the expiry of the 28 day period.

CANCELLATION

Any event cancelled with less than 21 days notice is liable to a late cancellation charge of 50% of the estimated food total. For events cancelled within 10 working days, the full amount for food will be payable.

PARKING

There is limited parking for vehicles in the driveway of the Mansion House and access to the main entrance must not be obstructed. However, there is ample on street parking normally available in Canynge Road and Clifton Down Road (the Promenade).

SECURITY

Please note CCTV is in operation 24 hours a day, 7 days per week.