



# Clarkes Events

Terms and conditions

**Updated July 2021**

**Please read section 13 if regarding the virus**

Disco bookings

1. When enquiring about your booking we will take all the important details including date, time, location and the occasion. We will then provide you with a quote then ask for a deposit to secure your booking date, without this we cannot save your date. Once the deposit is paid its non-refundable as we will be turning down other bookings on this date. Once the deposit is paid, we will provide you with a conformation of your booking. This will either be by email or post. We prefer BACS payment to our business account Clarkes Events sort code 23-69-72 account number 14908341. The deposit may also be paid in cash and I can arrange this if preferred.
2. The disco will require the balance of any engagement paid one week before the date of the function. Payment of the balance due may also be paid in cash on the night, such payment to be made on arrival and prior to commencement of the performance. If the balance is not received, the booking shall be deemed to have been cancelled by the client and the deposit paid will be forfeit. If the deposit is not received within 2 weeks of the date when the booking was requested by first contact, we reserve the right to accept other bookings. We will contact you after a week to see if your happy and what to carry on with the quote. A few days before the two weeks we will make one last contact before you lose your reserved date.
3. If the client cancels the booking or the event does not take place for any reason other than an ACT OF GOD, NATIONAL DISASTER, RIOT or OUTBREAK OF WAR then the deposit will be forfeit. If you need to cancel or rearrange anything please give us as much notice as possible so we can try and help you.
4. The DJ will conduct themselves in a in a proper and professional manner befitting the event and will respond to the client's requests relating to dress code, volume levels, music played, equipment location or any other reasonable request.
5. The disco will require access to at least two 240v mains electricity supply. We will need access to the venue and an hour to set up and about 45 minutes to pack away. If your venue has access issues, please let me know to allow more time to set up and pack away.
6. The disco will use their best endeavours to attend the event. Should they be prevented from attending for any reason, including accident sudden illness, or inclement weather, then the client will receive a full refund of all monies paid to the disco for that event, however the disco will not incur any additional liability for non-appearance.
7. Licences for the performance of recorded music are only required at public events where an admission fee is charged. In most cases private parties, such as wedding receptions, birthdays etc., which are invitation only and attract no entrance fee do not require a licence. It is the client's responsibility to obtain such licences if required.
8. The CLIENT is responsible for providing adequate supervision of all guests, staff and customers at the VENUE and will be liable for any loss or damage to equipment, vehicles or personal belongings, whether caused by

guests, staff or customers. If we deem our persons or property to be in danger or under threat, verbally or physically, we reserve the right to terminate our services without notice. If this happens, no refunds will be made.

10. The client warrants that they are entitled to use the venue for the purposes of the event and performance and that the event does not breach any law, bye-law or conditions imposed on the property.

11. Any extension of playing time is purely at the discretion of the disco subject to venue restrictions & the agreement of venue officials where appropriate however the disco will do their best to accommodate any such request.

12. In the event of a delay or loss of performance due to events beyond our control, the client is still liable for the full outstanding balance. In the event of any other dispute, our liability is limited to the return of payments made to us.

13. Due to the current situation with the Corona virus/Covid. I have been very flexible with current bookings and also feel the same with future bookings too. I can understand it's a very hard time for everybody so would like to offer the following.

#### Current bookings with deposit paid or more

If you have booked already and paid your deposit your booking may be cancelled due to your venue not operating and I understand this is not your fault. If this is the case, we can either keep the deposit and rebook in the future (this is the most favoured option)

If you want to cancel the booking, I would be happy to refund 50% of your deposit. I.e., if you paid £100 deposit you would get £50 back. If you have paid more towards your booking, I would refund all monies apart from half deposit value. If you take this option if you would like to book again you will need to book again with a new full deposit, you CANNOT reinstate the previous deposit.

#### If YOU decide to cancel the booking due to virus

If your venue is still operating but YOU decide to cancel, I will not automatically refund half the deposit as above. It's your choice to cancel if the venue is still operating and so I will check with your venue what their policies are and try and work with you. As your date has been reserved for you I could of taken other bookings so I'd recommend us keeping the deposit for a future date. If the venue agrees it will not be recommended to carry on with your event, then the above applies.

#### Future bookings/unsure due to virus

Your booking is not booked until we receive your deposit. We understand it's a hard time currently and would like to work with you and your plans. As you can see above, we try and be flexible but with lots of bookings coming in all the time we cannot hold dates for you without deposits. If I have provided you with a quote, I will keep this open for two weeks when you first made contact with me. I will then check with you a week later to get an update. We will never push you in to any booking you are uncertain about BUT you have to understand if you leave your booking for too long you may lose your date with us. As per section 2 above we will reserve your date for two weeks from first contact. It's a busy time for future bookings and we do not want to let people down. We are happy to work on payment plans with you if you decide this is the way to go.

14. GDPR/privacy policy can be found on our website [www.clarkesevents.uk](http://www.clarkesevents.uk) this covers how we use your information and insures you we will never sell/use your information unless you have instructed us for example the yard sale uses your address to show people where to go. A copy of this policy can also be emailed or posted to you by request.

### Hadleigh Community Yard sales

1. The yard sales are held at your own risk in your own garden/household
2. The idea is to have a car boot sale but, in your garden / drive way rather than carting all your car-boot stuff away and bringing it all home again. You will need to make sure your garden / drive is accessible as people will enter your gardens at their own risk so make sure people cannot trip or get injured by anything around your home.
3. In the application iv also asked is your sale disabled assessable? This means can a wheelchair get access to your garden as this will be shown in the guide leaflet and map.
4. If you're having a pitch in our indoor venue yet again you will be responsible for your own sale.
5. Bookings can be made on our website [www.clarkesevents.uk](http://www.clarkesevents.uk) which uses an online secure website and shopping cart called Stripe. If you prefer you can print a form or I can post one to you then you can pay by cash payment or BACS transfer our business is account Clarkes Events sort code 23-69-72 account number 14908341.
6. Once you have filled in your booking form and made payment your address will be added to the list of sellers. This list will be advertised on leaflets, Facebook and on the Clarke's events website too.
7. You will receive a seller pack around a week before the sale containing posters and also sale balloons to advertise you being a official seller on the day. On the morning of the sale make sure people know your sale is happening by having your gate open and balloons and poster up directing them to your sale.
8. The money made on pitch's sold is spent on advertising and printing. This is not done for a profit gain but to get more people to come to Hadleigh. Unofficial sales on the day will jeopardise future events & yard sales
9. If the event is postponed or cancelled then we will move the date. This would be due to virus restrictions or other big events. The event WILL NOT be cancelled due to bad weather. If your unsure about anything please get in touch via email [trev@clarkesevents.uk](mailto:trev@clarkesevents.uk) or call 07787 158085. Money is being spent on advertising well before the event on the hope we raise enough to cover all the costs. If you have a problem with any aspect of the event, please do ask myself and not get information from a third party who may not know all the details.