

WEDDING GUIDE



The Charmandean, creating your special day, your way.

Whether you are looking to hold a wedding reception, or a party to celebrate your civil partnership or renewal of vows the Charmandean is the venue for you.

At The Charmandean we appreciate that everyone's budget and ideas are different and so we have a range of packages available to make your day special, but affordable. With our selection of menus and drinks packages, we can cater for formal dinners, party style buffets and can accommodate any dietary needs.

Our events team can assist you in planning your day so if there is something extra you would like to add or if you'd like to know if your ideas are possible please contact a member of the events team on 01903 239 349 or email info@thecharmandean.co.uk.

Please note our venue is not licensed for wedding, civil partnership or vow renewal ceremonies.

Order of the day for Wedding Receptions

We can help you decide on the details including when to start the speeches and toasts, cut the cake and begin the entertainment, but remember it's your day, your way.

Receiving Line

Before the wedding Breakfast you may want to welcome your guests and they will also want to congratulate you. The receiving line will ensure this and we can help set this up as you desire.

Top Table

We can give you advice on seating plans with a traditional Top Table, but also help you choose an alternative to meet your needs.

Cutting the Cake

This usually follows the meal, after the 'formal' first cut and the photography we can organize the cutting of your cake and offer it to your guests.

Toasts & Speeches

The toasts usually take place in the following order, however remember this is your day – you can choose the order that you would like.

- Father or close family relative
- Bridegroom's reply and thanks
- Best Man Speech
- Others (including the bride who may request to speak)

If you require any further information or would like to come along and see what the Charmandean has to offer please do contact us :

The Charmandean Centre, Forest Road, Worthing, West Sussex, BN14 9HS

Tel: 01903 239 349 or email: info@thecharmandean.co.uk

Our office opening hours are Monday – Friday 9.00 -5.00pm

Suite Prices

Our suites can be laid out in party style or formal style. Formal layouts are ideal where there is waitress service, or where a hot or cold fork buffet is held and party style is ideal for a more casual and relaxed event designed to maximize mixing and mingling and ideal where a finger buffet is served.

All costs include set up, banquet roll, paper napkins matched to your colour scheme, bar staff and hire starts from 6pm to 12.30am. Table linen can be arranged at an additional cost.

A late license is available on request and prices include an agreed set up time.

Suite Name	Rate
Corinthian Suite	£600.00
Doric & Corinthian Suite	£830.00
Doric, Ionic & Corinthian Suites (Ground Floor)	£1300.00

CAPACITY GUIDE

These numbers are a guide only and actual capacity numbers will vary on the layout . Please discuss capacity with a member of the events team.

SUITE	Formal Layout	Party Style
Corinthian without stage or dance floor	50	100
Corinthian with stage or dance floor	40	90
Doric, Corinthian without stage or dance floor	100	250
Doric, Corinthian with stage or dance floor	80	200
Doric, Ionic, Corinthian without stage or dance floor (Ground Floor)	300	600
Doric, Ionic, Corinthian with stage or dance floor (Ground Floor)	200	500

Other Services

The Charmandean does not have a preferred supplier list for DJ's, musicians or party decorators. You are free to find your own musicians and decorators we only ask that any electrical items are PAT tested before use and that nothing is pinned or stuck to the walls.

Many local suppliers have however worked at The Charmandean and are aware of how our venue operates. We are happy to arrange for your party decorators to come and view the venue to discuss your ideas and plans.

We are able to accommodate ice cream vans, donut vans externally and work with you to make your ideas a reality.

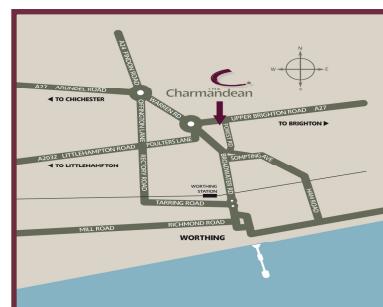
Excessive damage or rubbish may result in a cleansing / repair fee.

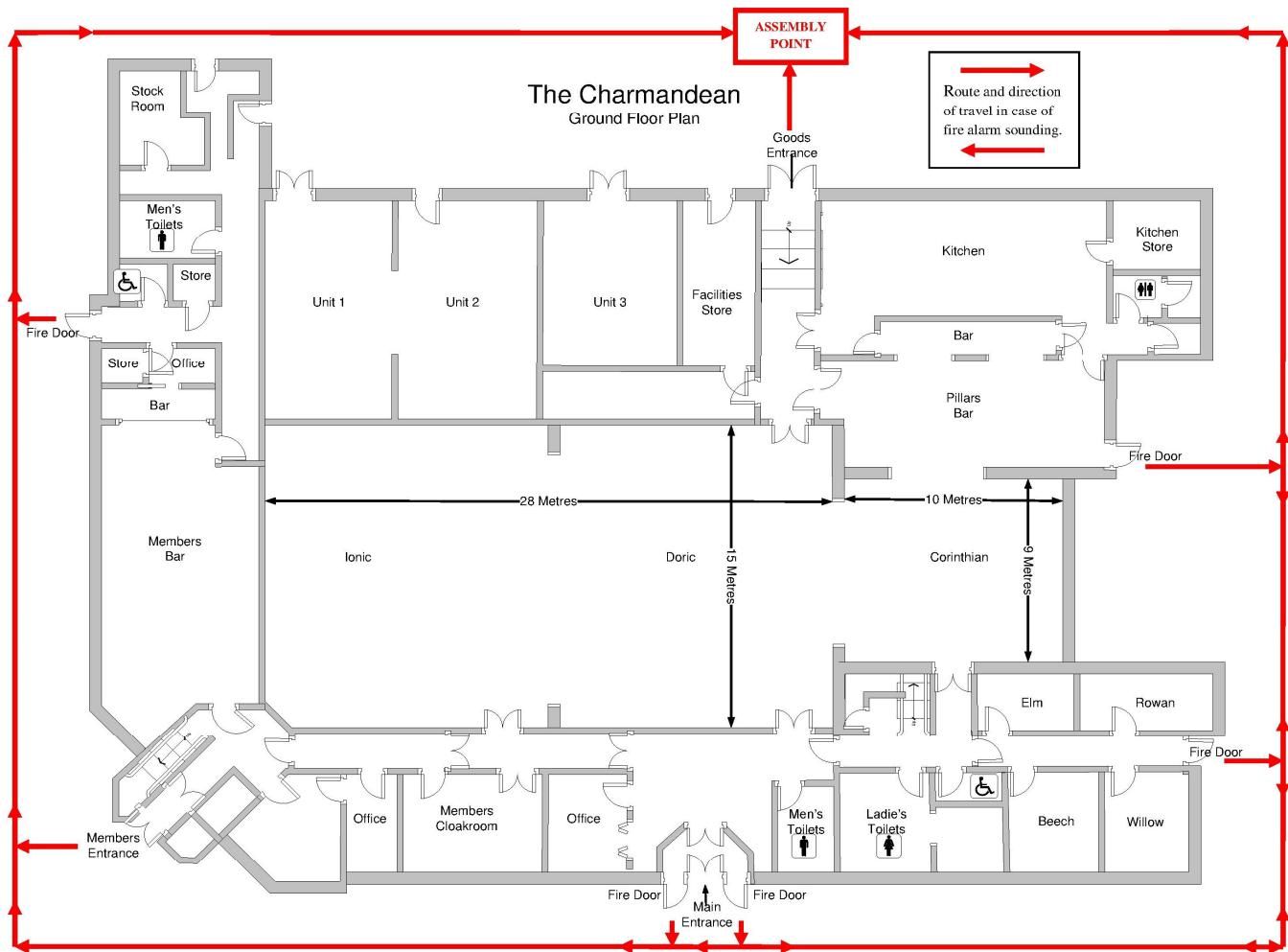
Where to Find Us

Address: Forest Road, Worthing, West Sussex, BN14 9HS

Directions: Right on the A27

Worthing to Brighton road. The Charmandean Centre is easily found on the A27 between Broadwater Green and the Lyons Farm Retail Park, Worthing.





Our Venue

Corinthian Suite

Ideal for small weddings parties. This room can be set up with a dance floor and laid out formally or informally.

Doric Suite

Ideal for larger wedding parties. This room can be set up with a dance floor and a stage and laid out formally or informally.

Ground Floor

Ideal for very large wedding parties. This room can be set up with a stage and dance floor and laid out formally or informally.

Room hire includes bar staff and the opening of the bar. These flexible spaces can be arranged a number of set ups. Please see our capacity guide for further details. If you require any bespoke set up please discuss these with a member of the events team who can advise you accordingly. To book or check availability, please contact the events team on 01903 239349 or email info@thecharmandean.co.uk. Rooms will be held provisionally for 7 days, a deposit and signed booking form will be required to secure the room. Full payment, final numbers and dietary requirements will be required 10 days prior to the function date.

Facilities

Our venue is non-smoking and candles and naked flames are not permitted in the building at any time.

Room hire includes set up and our Centre Staff are on hand to assist in making your event run smoothly. The venue is fully accessible with step free access to all suites and facilities.

Access times are to be agreed at the time of booking.

No dogs are allowed in the building at any time unless they are assistance, hearing or guide dogs.

We operate a zero tolerance on abuse and anyone found to be abusive to a member of the Centre Staff will be asked to leave and the appropriate action will be taken if this request is not complied with.

How to book your wedding reception

Once you have decided on possible dates please contact us so that we can check availability of our function suites. At this stage we will make a provisional reservation for you.

We will hold this reservation for 14 days. Within this time we will send you a written quotation . If you wish to proceed and book the venue you will need to sign and returned the booking form (quotation) together with a 35% deposit of the hire charge.

In the unlikely event of cancellation please refer to the terms and conditions attached to your contract.

Once we have discussed your basic requirements you can relax with regards to the finer details, these will be discussed with you three months prior to your wedding when we will invite you to The Charmandean.

- ◊ Menu's need to be agreed during the meeting held three months prior to your event.
- ◊ The balance will be required 10 days prior to your wedding any additional charges will be invoiced to you after the event.
- ◊ Seven days prior to your wedding reception we will require the final number of guests together with your table plan.
- ◊ Any specialist dietary requirements must be notified to us seven days prior to your wedding reception.

Frequently Asked Questions

We wish to hold a specialist wedding are we able to do our own cooking and use your kitchens?

- ◊ Our kitchens and its equipment are not available for use by customers under any circumstances. We cannot allow any cooking anywhere else within our premises due to fire safety and health and safety regulations. Mobile catering units may be considered if based in our car park. Please talk to our events team about your ideas and preferences.

Are we allowed to have an ice cream van or other mobile food unit in your car park?

- ◊ Mobile catering units may be considered. Please talk to our events team about your ideas and preferences.

What time can our DJ, party decorators or florists arrive?

- ◊ Access times are agreed during the venue walk around, which is done approximately three months prior to your reception during this meeting our events team will run through your day, your expected timings and your requirements.

We will be returning from a photoshoot is there anywhere I can change or re touch my make up etc. for the evening?

- ◊ We can provide one of our boardrooms for the bride and groom to use to change etc. These rooms are only available on request.

Our entertainment has asked for a green room or quiet room is this possible?

- ◊ We can provide one of our boardrooms for your entertainment to use as a green room or quiet room etc. These rooms are only available on request.

We wish to bring our pet to the wedding reception is this possible?

- ◊ No animals are allowed in the venue with the exception of guide or assistance dogs.

BRONZE DINING MENU

Our Bronze menu is a two course meal with coffee and mints.

Prices include serving staff, crockery, cutlery, serviettes (choice of colour), set up and clearing, leaving you nothing to do but relax and enjoy your evening. Please choose one dish from the starters and main selections, or one dish from the main and dessert selections to make up your two course menu.

Starter Selections

- Fanned melon and raspberry coulis (v)
- Asparagus wrapped in Parma ham with hollandaise sauce
- Mediterranean prawn and melon cocktail
- Warm mushroom vol au vents with rocket and balsamic salad (v)
- Homemade leek and potato soup (v)
- Sussex smoky
- Garlic cream mushrooms on rye toast (v)
- Lemon sole goujons and tartare sauce
- Farmhouse pate and Melba toast
- Deep fried brie with cranberry sauce

All served with dinner roll and butter

Main Selections

- Chicken breast wrapped in Parma ham with a white wine and wild mushroom sauce
- Poached scotch salmon with a cream and dill sauce
- Traditional roast beef with Yorkshire pudding
- Traditional roast chicken with sage and onion stuffing
- Parmesan and basil crusted cod with wild mushroom sauce
- Loin of lamb with a redcurrant and rosemary jus (£2.00 surcharge per person)
- Cumberland sausages, creamy mash and onion gravy
- Chicken breast in a chasseur sauce
- Homemade steak and ale pie
- Red onion and goats cheese filo tart (V)
- Mediterranean vegetable and cheese wellington (v)

All served with Dauphinoise potatoes and bundled vegetables

Dessert Selections

- Trio of chocolate desserts
- Raspberry and white chocolate cheesecake
- Individual banoffi pie
- Dark chocolate torte and raspberry coulis
- Tropical fruit salad with Chantilly cream
- Tarte au citron
- Profiteroles with rich chocolate sauce

Coffee and mints

Optional Extras

- Canapés on arrival **£7.50 per person inclusive of VAT**
- Cheeseboard and biscuits **£3.00 per person inclusive of VAT**
- Linen table cloths **£5.50 per cloth**

£26.50 per head Inclusive of VAT

If you wish to offer a choice to your guests this may incur additional costs. Please ask for further information

Vegetarian or special dietary requirements can be accommodated

SILVER DINING MENU

Our Silver menu is a three course meal with coffee and mints.

Prices include serving staff, crockery, cutlery, serviettes (choice of colour), set up and clearing, leaving you nothing to do but relax and enjoy your evening. Please choose one dish from the starter, main and dessert selections to make up your three course menu.

Starter Selections

- Fanned melon and raspberry coulis (v)
- Asparagus wrapped in Parma ham with hollandaise sauce
- Mediterranean prawn and melon cocktail
- Warm mushroom vol au vents with rocket and balsamic salad (v)
- Homemade leek and potato soup (v)
- Sussex smoky
- Garlic cream mushrooms on rye toast (v)
- Lemon sole goujons and tartare sauce
- Farmhouse pate and Melba toast
- Deep fried brie with cranberry sauce

All served with dinner roll and butter

Main Selections

- Chicken breast wrapped in Parma ham with a white wine and wild mushroom sauce
- Poached scotch salmon with a cream and dill sauce
- Traditional roast beef with Yorkshire pudding
- Traditional roast chicken with sage and onion stuffing
- Parmesan and basil crusted cod with wild mushroom sauce
- Loin of lamb with a redcurrant and rosemary jus (£2.00 surcharge per person)
- Cumberland sausages, creamy mash and onion gravy
- Chicken breast in a chasseur sauce
- Homemade steak and ale pie
- Red onion and goats cheese filo tart (V)
- Mediterranean vegetable and cheese wellington (v)

All served with Dauphinoise potatoes and bundled vegetables

Dessert Selections

- Trio of chocolate desserts
- Raspberry and white chocolate cheesecake
- Individual banoffi pie
- Dark chocolate torte and raspberry coulis
- Tropical fruit salad with Chantilly cream
- Tarte au citron
- Profiteroles with rich chocolate sauce

Coffee and mints

Optional Extras

- Canapés on arrival **£7.50 per person inclusive of VAT**
- Cheeseboard and biscuits **£3.00 per person inclusive of VAT**
- Linen table cloths **£5.50 per cloth**

£30.00 per head Inclusive of VAT

If you wish to offer a choice to your guests this may incur additional costs. Please ask for further information

Vegetarian or special dietary requirements can be accommodated

GOLD DINING MENU

Our gold menu is a four course meal with coffee and mints.

Prices include serving staff, crockery, cutlery, serviettes (choice of colour), set up and clearing, leaving you nothing to do but relax and enjoy your evening. Please choose one dish from the starter, main and dessert selections to make up your menu.

Starter Selections

- Fanned melon and raspberry coulis (v)
- Asparagus wrapped in Parma ham with hollandaise sauce
- Mediterranean prawn and melon cocktail
- Warm mushroom vol au vents with rocket and balsamic salad (v)
- Homemade leek and potato soup (v)
- Sussex smoky
- Garlic cream mushrooms on rye toast (v)
- Lemon sole goujons and tartare sauce
- Farmhouse pate and Melba toast
- Deep fried brie with cranberry sauce

All served with dinner roll and butter

Main Selections

- Chicken breast wrapped in Parma ham with a white wine and wild mushroom sauce
- Poached scotch salmon with a cream and dill sauce
- Traditional roast beef with Yorkshire pudding
- Traditional roast chicken with sage and onion stuffing
- Parmesan and basil crusted cod with wild mushroom sauce
- Loin of lamb with a redcurrant and rosemary jus (£2.00 surcharge per person)
- Cumberland sausages, creamy mash and onion gravy
- Chicken breast in a chasseur sauce
- Homemade steak and ale pie
- Red onion and goats cheese filo tart (V)
- Mediterranean vegetable and cheese wellington (v)

All served with Dauphinoise potatoes and bundled vegetables

Dessert Selections

- Trio of chocolate desserts
- Raspberry and white chocolate cheesecake
- Individual banoffi pie
- Dark chocolate torte and raspberry coulis
- Tropical fruit salad with Chantilly cream
- Tarte au citron
- Profiteroles with rich chocolate sauce

Cheeseboard and biscuits

A selection of fine cheeses served with a selection of biscuits

Coffee and mints

Optional Extras

- Canapés on arrival £7.50 per person inclusive of VAT
- Linen table cloths £5.50 per cloth

£35.00 per head Inclusive of VAT

If you wish to offer a choice to your guests this may incur additional costs. Please ask for further information

Vegetarian or special dietary requirements can be accommodated

FINGER BUFFET

Choose from the selections below to mix and match to make your perfect buffet.

Vegetarian options are indicated with a (V)

- ◆ Selection of freshly cut brown and white sandwiches
- ◆ Filled tortilla wraps
- ◆ Selection of filled bridge rolls
- ◆ Chicken satay and sweet chili dip
- ◆ Cocktail vegetable samosas (v)
- ◆ Feta and cherry tomato kebabs (v)
- ◆ Spicy chicken wings
- ◆ Savory breaded eggs and mayo mustard
- ◆ Cocktail sausage rolls
- ◆ Vegetable sate (v)
- ◆ Assorted vol au vents
- ◆ Selection of quiche slices (v)
- ◆ Sesame prawn toasts
- ◆ Crispy vegetable parcels (v)
- ◆ Falafels with mint yoghurt dip (v)
- ◆ Smoked salmon bites (50p Surcharge per person)
- ◆ Cocktail spring rolls (v)
- ◆ BBQ chicken pieces
- ◆ Traditional pork pie pieces
- ◆ Pizza slices
- ◆ Breaded mushrooms
- ◆ Cheddar, grape and olive kebabs (v)
- ◆ Honey and wholegrain mustard cocktail sausages
- ◆ Sweet chili chicken skewers
- ◆ Tempura king prawns (50p surcharge per person)
- ◆ Vegetable crudités and garlic dip (v)
- ◆ Tortilla chips and salsa (v)
- ◆ Selection of crisps and nuts

4 x items £6.00 per head inclusive of VAT

7 x items £10.50 per head inclusive of VAT

10 x items £15.00 per head inclusive of VAT

Optional Extras

Canapés on arrival **£7.50 per person inclusive of VAT**

Fresh fruit selection **£1.60 per head inclusive of VAT**

Danish pastries **£1.80 per head inclusive of VAT**

Mini tartlets & pastries **£2.10 per head inclusive of VAT**

Variety of cake slices **£1.60 per head inclusive of VAT**

Vegetarian or special dietary requirements can be accommodated

Prices for Cream Teas, Hog Roasts and BBQ's available on request and subject to availability

COLD FORK BUFFET

Our cold fork buffet or one course cold food dishes are designed for any party that do not require a formal sit down meal. They can be eaten standing up or at the table.

Prices include your choice of colour for serviettes. Staff can be arranged to serve the buffet at an additional cost.

A choice of four main dishes from below

Decorated poached scotch salmon with hollandaise sauce (£2.50 surcharge per person)

King prawn fountain with Marie Rose (£2.00 surcharge per person)

Traditional honey roast ham platter

Home roasted sirloin of beef with horseradish cream

Antipasti of Continental meats with green and black olives

Smoked fish platter (salmon, trout, mackerel)

Selection of quiche (V)

Coronation chicken on a bed of saffron rice

Lemon chicken served with a red onion marmalade

Turkey crown with a peach and chestnut stuffing

Chicken or vegetable sate (V) with sweet chili sauce

Farmhouse pate and onion marmalade

Traditional pork pie

A choice of three salads from below

Mixed green salad

Crunchy tri-coloured coleslaw

Couscous and pepper

Waldorf salad

Pasta Italiennne

Mixed bean salad

Tomato, fresh herb and olive oil

Curried fruity rice

Potato and chive

Greek salad

A selection of breads

£14.00 Per head inclusive of VAT.

Vegetarian or special dietary requirements can be accommodated

HOT FORK BUFFET

Our hot fork buffet or one course hot food dishes are designed for any party that do not require a formal sit down meal. They can be eaten standing up or at the table. Please choose two dishes and one vegetarian option.

Prices include serving staff, crockery, cutlery, serviettes (your colour choice), set up and clearing, leaving you nothing to do but relax and enjoy your evening.

Meat Selections

Cumberland sausages on chive mash with rice onion gravy

Chili con carne and basmati rice served with tortilla chips

Lasagna, mixed green salad and garlic bread

Beef stroganoff served on rice with French bread

Pork loin in a wholegrain mustard sauce on crushed new potatoes

Chicken a la king on mushroom rice and ciabatta breads

Lamb Rogan josh with rice and poppadum's

Chicken korma with pilau rice and naan bread

Hungarian beef goulash with crushed new potatoes and French bread

Fish Selections

Salmon and chive penne pasta with Italian breads

Homemade fish pie topped with creamy mash and French bread

Tuna and sweetcorn mozzarella bake and ciabatta bread

Vegetarian Selections

Wild mushroom risotto with ciabatta bread

Vegetable chili, rice and tortilla chips

Vegetable lasagna, mixed salad and garlic bread

Bean hotpot with basmati rice and breads

Vegetable tikka masala, boiled rice and poppadum's

£15.00 per head Inclusive of VAT

Vegetarian or special dietary requirements can be accommodated

CHILDRENS MENU

Our Children's menu has been designed and is for children aged 3-12 years. Alternatively, we can prepare a child's portion if chosen from the Adult Menu at half price.

Please choose one main

Starter

Melon & Strawberries (V)

Main

Tomato & Three Cheese Pizza (V)

With French fries & Side Salad

Sausages

With French Fries & Baked Beans or Peas

Dessert

Ice Cream

Children's meals also come with a glass of squash

If you wish to offer a choice to your guests this may incur additional costs

Please ask for further information

£9.50 per head Inclusive of VAT

Vegetarian or special dietary requirements can be accommodated

BUFFET DESSERT MENU

Our dessert menu is designed to complement and conclude the hot and cold fork buffet menus. Please choose three desserts from the following options.

Gluten free dishes are indicated with (G)

Desserts for hot fork buffet

Fresh fruit salad with cream
Eton mess (G)
Hot cherries and ice cream (G)
Apple pie and custard
Banoffi pie
Lemon meringue pie
Summer fruit pudding and cream
Raspberry and white chocolate cheesecake
Summer fruit Pavlova (G)
Chocolate fudge cake and cream
Profiteroles with rich chocolate sauce
Syrup sponge and custard
Spotted dick and custard
Tarte au citron
Dutch apple flan and custard
Fruit crumble and custard
Black forest gateau
Lemon torte and raspberry coulis
Traditional sherry trifle
Pear frangipani
Baked cheesecake and berries
Butter lemon tart
Treacle tart and custard
Christmas pudding and brandy cream (seasonal)
Sticky toffee pudding and custard
Strawberries and cream (seasonal) (G)

Desserts for cold fork buffet only

Fresh fruit salad with cream
Eton mess (G)
Banoffi pie
Lemon meringue pie
Summer fruit pudding and cream
Raspberry and white chocolate cheesecake
Summer fruit Pavlova (G)
Chocolate fudge cake and cream
Profiteroles with rich chocolate sauce
Tarte au citron
Black forest gateau
Lemon torte and raspberry coulis
Traditional sherry trifle
Pear frangipani
Baked cheesecake and berries
Butter lemon tart
Strawberries and cream (seasonal) (G)

£7.50 per head inclusive of VAT

Optional Extras

Danish pastries **£1.80 per head inclusive of VAT**
Mini tartlets & pastries **£2.10 per head inclusive of VAT**
English cheese & biscuits **£3.00 per head inclusive of VAT**
Variety of cake slices **£1.60 per head inclusive of VAT**

Special dietary requirements can be accommodated

WEDDING DRINKS PACKAGES

Our Wedding drinks packages are a easy way to offer your guests refreshments at key points during your special day.

Bronze Drinks Package

Arrival Drink	Pimms or Bucks Fizz	£3.25 per person
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Silver Drinks Package

Arrival Drink	Pimms or Bucks Fizz	
Dining Drink	1/2 bottle of house wine per guest	£10.50 per person

Gold Drinks Package

Arrival Drink	Pimms or Bucks Fizz	
Dining Drink	1/2 bottle of house wine per guest	
Toast Drink	Glass of sparkling wine for each guest for toast	£13.00 per person

Platinum Drinks Package

Arrival Drink	Pimms or Bucks Fizz	
Dining Drink	1/2 bottle of house wine per guest	
Toast Drink	Glass of champagne for each guest for toast	£17.00 per person

Optional Extras

Canapés on arrival £7.50 per person inclusive of VAT

Special dietary requirements can be accommodated

TERMS AND CONDITIONS OF LETTING

1 DEFINITIONS.

Throughout these Terms and Conditions, except where the context otherwise requires, the following expressions shall have the meaning hereby assigned to them:-

"Company" means Worthing Freemasons' Hall Company Ltd., also trading as and under the style of The Charmandean.

"Function" means the purpose for which the Accommodation is hired.

"Accommodation" means the part of The Charmandean referred to on the first line of the Accommodation Specification on the Booking Confirmation Form.

"Hirer" means the club, society, corporate body, the person or persons on behalf of whom a signature appears on the bottom of the Booking Confirmation Form.

"Overall Hire Charges" means the total hire charge detailed overleaf, subject to any adjustments that the Company may, at their absolute discretion, impose in respect of a Function booked in excess of 26 weeks in advance.

"Approved Caterer" means a Caterer who is under contract to the Company.

2 APPLICATION AND PAYMENT FOR HIRE. All applications shall be made by submitting the Booking Confirmation provided, duly signed by the Hirer. The Company reserves the right to cancel any hiring in the event of its appearing that the Hirer intends to use the Accommodation for a purpose other than detailed on the Booking Confirmation Form and, in such case, all deposit fees and charges paid to the Company shall be forfeit. The Accommodation shall not be deemed to have been hired until after the Hirer has been notified in writing by the Company to that effect and a deposit of 35% of the Overall Hire Charges, together with a damage deposit (see 5 below) as notified to the Hirer, have been paid. Full payment of the hire charges must be made at least 10 days prior to the date of the Function. The Company reserves the right to cancel any hiring in the event of non payment of the Hire Charges on the due date and in such case all deposit fees and charges paid to the Company shall be forfeit.

3 PROHIBITION OF SUB-LETTING. The Hirer shall not sub-let the Accommodation either as part or as the whole thereof. No charge shall be made by the Hirer for the admission to the Function by way of payment in any form taken at the door or entrance, except with the Company's written permission.

4 CANCELLATION BY THE HIRER. In the event of a booking being cancelled for whatever reason, other than detailed in (2) above, the Hirer shall pay to the Company a Cancellation Charge calculated in accordance with the following scale:

Date of Cancellation	Cancellation Charge
Within the last 2 weeks before the date of the Function	75% of the Overall Hire Charge
From 2 to 6 weeks before the date of the Function	50% of the Overall Hire Charge
From 6 to 26 weeks before the date of the Function	35% of the Overall Hire Charge

All applications for cancellation shall be made in writing, and the booking shall not be deemed to be cancelled until after the Hirer has been notified in writing by the Company to that effect.

5 DAMAGE, LOSS AND ACCIDENT.

a. In the event of any claims being made by any person or persons whatsoever in respect of any injury, damage or loss which may have been sustained or incurred by any person or persons while on the Owners' premises, the Hirer alone shall be responsible, and the Hirer shall indemnify the Company in respect of such claims provided that, subject to Clauses (b) and (e) hereof, the Hirer shall not be liable for any injury, damage or loss caused by the act, neglect or default of any servant of the Company.

b. The Hirer shall take all precautions to prevent any damage, and shall defray the cost of making good any damage caused to the Company premises or to any damage to or theft of or loss of goods, chattels, apparatus, appliances or equipment of the Company during the period of the hire in connection with the Function. A damage and/or loss deposit shall be payable by the Hirer(s) at least 28 days prior to the date of the function and shall be refunded on payment of the final invoice or offset against the final invoice as agreed between the Hirer and the Company.

c. No aerosols are to be used in any part of the Company premises.

d. Walls, floors & ceilings must not be defaced, and under no circumstances must anything be attached to them or company decorations, except on the hooks provided for that purpose, without prior arrangement of the Company. No sticky tape of any kind is to be used to attach anything to any wall, floor or ceiling. Cable protectors are available for customer use.

e. The Company will not make good or accept responsibility for the loss, theft or damage of or to any goods or property of the Hirer or of any other person that are left deposited or put into the Company and his servants against all actions, expenses, claims, damage and demands arising out of or in any way connected with such loss, theft or damage.

f. Decorations, equipment, displays, or any other item already displayed on the walls of the rooms used for the Function, shall not be removed without the prior agreement of the Company, and it shall be the responsibility of the Hirer to make provision for covering or protecting such items should they so desire (see (b) above).

g. There must be no use of any appliance with a naked flame nor may any type of candle with a naked flame be used anywhere inside the building.

6 MAINTENANCE OF GOOD ORDER. The Hirer shall at all times be responsible for the maintenance of good order, and ensure that no gaming or unlawful pursuit is permitted during the Function, or that no undesirable person or persons are permitted to enter, remain or otherwise make use of the Accommodation. The Hirer shall remove or cause to be removed any person or persons whosoever the Company or their servants shall request from the Accommodation or any other part of the Owners' premises. The Hirer must provide at his own expense stewards of such numbers as may be necessary for the proper conduct of the Function and no servants of the Company shall be provided for such purpose without prior arrangement.

7 ENTERTAINMENT ACT AND ROYALTIES. The Hirer shall be liable for and must make all arrangements for the payment of entertainment or other tax or any royalties chargeable or payable in respect of the Function. If the Hirer has obtained an exemption from the payment of entertainment tax the exemption certificate must be produced to the Company before the issue of any admission tickets in respect of the Function and exhibited during the Function in a prominent position by the Company.

8 COPYRIGHT. No copyright music shall be performed other than such as is authorised by the current Licence of the Performing Rights Society held by the Company, and the Hirer shall indemnify the Company against all liability in respect of the performance of copyright music not so authorised.

9 CATERING. All catering shall be undertaken by the Company or the Approved Caterer appointed by the Company. The Hirer shall confirm in writing final numbers, seating plan and menu with the Company 14 calendar prior to the date of hire. The Company reserves the right to change the menus offered up to 14 calendar days prior to the date of hire.

10 PROVISION OF A LICENSED BAR. In the event of a licensed bar being required as detailed in the on the Booking Confirmation Form, service from such licensed bar shall terminate not later than 00:30 hours, except where a licence extension has been obtained for which the following conditions shall apply:

I. Licensing Justices shall have granted an extension following application by the Company.

II. All costs relating to the application to the Licensing Justices for such extension shall be payable by the Hirer in addition to all other costs of hire.

III. The Function shall terminate not more than 30 minutes after the time granted by the licence extension.

11 CONSUMPTION OF FOOD AND BEVERAGES ON THE PREMISES. All food and beverages (alcoholic or non-alcoholic), consumed on the premises must have been purchased from the Company or The Approved Caterer. Subject to the written agreement of the Company the Hirer may supply their own beverages after advance payment of the advertised corkage charges. Under no circumstances will the Hirer be allowed to use any of the Company's kitchen facilities or equipment.

12 VALUE ADDED TAX. All prices are inclusive of VAT except where stated otherwise. The Company maintains the right to apply VAT at the rate ruling at the date of supply, and to adjust the VAT element of all charges in the rate or scope of the tax be made by the Government.

13 ACCESS. Access to the building shall not be permitted before 8.00 a.m. without written permission from the Company.

14 FLYPOSTING. The Hirer shall not Flypost any advertisement for the Function. Any complaint of Flyposting received by The Charmandean from a legal authority e.g Worthing Borough Council, prior to the Function will result in the Function being cancelled by The Charmandean and any deposit fees and charges paid by the Hirer to the Company shall be forfeit. Should The Charmandean be prosecuted and fined as a result of the Hirer's Flyposting the Hirer will be responsible for payment in full of The Charmandean's fines and any costs incurred.

15 PAYMENT. All payments must be by cash, cheque, BACS or Debit or Credit Card.