

Booking Terms and Conditions

Important: Please read the terms and conditions carefully and ensure both parties initial in the boxes at the bottom of each page. Both parties must then sign the final page, which, together with a signed copy of the booking form, constitutes your agreement to these Terms and Conditions.

Your contract is with Whitehall Estate Limited.

Company number: 14023927

Company address: Whitehall Estate, Winestead Ings Lane, Hull HU12 ONL

Exclusivity

Whitehall Estate guarantees that your event will be the only function taking place at the venue on the agreed date and time, as outlined in the booking form, ensuring exclusive use of the premises. All venue hire charges include VAT at the prevailing rate.

Exclusive hire of Whitehall Estate commences upon the arrival of your guests at the venue and concludes at midnight (00:00). All guests and personal property must vacate the premises no later than this time. We strongly recommend that transportation is arranged for 23:45 to facilitate a smooth departure. Any guests or contractors remaining on the premises after 00:00 may incur an additional charge of £250 per hour or part thereof.

Payment

A non-refundable booking fee of £700 is required to secure your event date.

The remaining non-refundable balance is due three months prior to the event date, as indicated on the booking form. Failure to pay the balance by this date will result in cancellation of the booking and the booking fee being retained. A refundable damage waiver of £500 is required 12 weeks before the event. This damage waiver will be refunded after the event, provided there are no damages or breaches of terms and conditions. If the venue or its property is damaged, or if the event time exceeds the contracted hours, part or all of the damage waiver may be retained. The final balance, including any additional charges (e.g., for extra guests, overtime, or damages), must be paid no later than two weeks before the event.

Cancellations:

In the event of cancellation, written notice must be sent to Whitehall Estate via recorded delivery. Cancellations received:

More than 3 months before the event will result in the loss of the booking fee but no further charge.

Within 3 months of the event will result in the full payment being due, including the final balance.

Failure to cancel in writing or to adhere to cancellation procedures will result in the full event balance being due, irrespective of the circumstances.

Ceremony and Coordination

Whitehall Estate is licensed for civil ceremonies in designated areas. You must confirm your ceremony with the local registrar at the time of booking. This is the responsibility of the hirer, not the estate. A ceremony cannot be conducted without registrar confirmation. Whitehall Estate will provide a detailed overview of ceremony options during your consultation with the event coordinator.

Third-Party Services

Whitehall Estate does not accept liability for any third-party services, such as florists, photographers, caterers, DJs, or entertainers. While we recommend reputable service providers, it is the responsibility of the hirer to ensure that all third-party providers meet the necessary legal requirements, such as:

Public Liability Insurance

PAT certification for electrical equipment, Health and safety regulations for catering or entertainment services.

Vendors must submit all required documentation 6 weeks prior to the event. If any vendor fails to comply, they will not be permitted access to the estate. Third-party vendors may access the venue starting at 9:00 AM on the event day and must remove all equipment and personal property by 1:00 AM on the following day. Any additional time required for set-up or removal will incur a charge of £250 per hour or part thereof.

Music and Entertainment:

Amplified music must be turned off by 11:30 PM, with sound levels adhering to a maximum of 90-92 decibels as measured within the venue. Any extended or unauthorized use of sound equipment will result in an additional charge. Unplugged, acoustic performances are allowed outdoors during the day but must comply with volume restrictions.

Venue Services

Drinks are available for purchase from the Whitehall Estate bar. The hirer is permitted to provide a limited amount of alcohol, namely:

75cl bottles of wine or Prosecco (maximum 10 bottles), subject to a £15 corkage fee per bottle.

No other drinks may be brought onto the premises. Any beverages found on the premises that have not been paid for in advance (including unregistered corkage) will be confiscated. Whitehall Estate accepts payment by credit/debit card, but American Express is not accepted. Once the evening celebrations begin, all table wine will be removed and all drinks must be purchased from the bar. Alcohol brought by the hirer for the evening reception will be confiscated.

Underage Drinking:

Strictly prohibited. Guests found consuming alcohol under the age of 18 will be removed from the premises. Anyone caught supplying alcohol to minors will also be removed. Whitehall Estate enforces a Challenge 25 policy for alcohol sales.

Safety and Liability

You are responsible for any damages or loss to Whitehall Estate property, including furniture, flooring, and grounds, caused by you, your guests, or third-party vendors. You agree to indemnify Whitehall Estate against any claims arising from your event.

Refundable Damage Waiver: The damage waiver is a safeguard in case of damage or breach of terms, but any violations of the terms may result in additional charges beyond this waiver.

Lost Property: Any items left on the premises after the event must be collected within 24 hours. Whitehall Estate is not responsible for lost or unattended items.

Prohibited Items

The following are strictly prohibited on the premises:

Smoking inside the venue or within 20 meters of building entrances.

Fireworks, Chinese lanterns, or pyrotechnics. Non-biodegradable confetti (only biodegradable, petal-based confetti is permitted, and it may only be thrown on stone or flagstone surfaces).

Parking

Whitehall Estate has limited parking spaces, and vehicles must park in designated areas only. Any vehicles left outside of designated parking areas may be removed at the owner's expense.

Any vehicles left overnight must be parked in the designated car park and removed by 11:00 AM the following day. Vehicles left in other areas will be charged for removal.

Insurance

Wedding Insurance is a mandatory contract requirement. Proof of insurance must be provided at least 12 weeks prior to the event. Failure to provide valid insurance may result in cancellation of your booking, with no refund of any paid amounts.

Force Majeure

Neither Whitehall Estate nor the hirer will be held liable for failure to fulfill obligations under this agreement due to circumstances beyond their reasonable control, including but not limited to:

Natural disasters, pandemics, or governmental restrictions. Strikes, labor disputes, or unavailability of critical resources. Acts of terrorism, war, or civil unrest.

In the event of force majeure, both parties will use their best efforts to reschedule the event. Any payments made will be applied to a rescheduled date or refunded at the sole discretion of Whitehall Estate. If no rescheduled date is agreed upon, refunds will be subject to the estate's terms.

Dispute Resolution

In the event of any dispute arising from this contract, both parties agree to first attempt to resolve the issue through mediation or arbitration. If the dispute cannot be resolved through these methods, the matter will be taken to the exclusive jurisdiction of the English Courts.

Breach of Terms

Whitehall Estate reserves the right to terminate the event, with no refund, in the event of:
Breach of any terms of this agreement, Threatening, abusive, or inappropriate behavior by guests, vendors, or any person associated with the hirer, Damage to the estate or its property, Any actions that may jeopardize the safety or comfort of guests or staff.

Miscellaneous

These terms supersede all prior agreements and shall be deemed to have been accepted by you upon completion of the booking form. Any changes to these terms must be agreed to in writing by an authorized representative of Whitehall Estate.

These terms are governed by English law and are legally binding.

INITIAL

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We, the hirers, have read, understood and agree to the terms and conditions above.

DATE OF EVENT:

SIGNATURE

SIGNATURE

PRINT NAME

PRINT NAME

DATED

DATED