



THE PENNY LANE TERMS & CONDITIONS OF HIRE

1. HIRE CHARGES

- A The booking will only be confirmed on receipt of a non refundable deposit in the sum of 60% of the total venue hire or package hire along with signed terms and conditions
- B The balance of the boat hire charge must be paid in full not less than 30 days prior to the date of the event.
- C An invoice for 85% of the total confirmed numbers for catering, dietary requirements and additional items must be paid in full 30 days prior to the date of the event.
- D By hiring the Penny Lane you will have sole use of the Boat during **your hire period only**. It may be possible for you to have access to the Boat prior to this time but there will be a charge for this service.
 - a. As a condition of hire, catering must be incorporated into your hire as per our licence.
- E. Bank Holiday Mondays will be charged at a Friday/Saturday eve rate.
- F For larger parties and student events an additional £150.00 will be added to your final boat hire invoice, acting as a damage deposit. As long as no damage to the vessel or contents, or theft of contents, then this deposit will be returned after the event.
- G The Penny Lane reserves the right to make an additional charge for any damages (e.g broken windows, fire extinguishers released, breaking of outdoor tables, furniture, photo booth & props and excessive glassware.
- H. All hire period tariffs are inclusive, of up to, 5 crew. Any event with total guests of 60 and above will require additional crew based on your final numbers and our legal crew requirements. There is an additional fee of £70.00 for each crew member required.
- I. We reserve the right to make a charge for own live entertainment brought on board by the Hirer.
- J The Penny Lane is licensed to carry a max 100 bodies, please make sure when organising your event that you include within this number: babies, entertainers, organisers and any service providers that you have booked independently. Any additional Penny Lane crew required above the permitted five Crew members already accounted for within our pricing will need to be deducted from the 100 bodies.

2. CANCELLATION CHARGES

Cancellation prior to the event 60 days or more – loss of deposit.

Cancellation 59 – 30 days prior to the event – 75% of total hire charge. PLUS 25% of estimated* catering charges.

Cancellation 30 – 0 days prior to the event – total hire charge, PLUS 50% of estimated*catering charges.

Cancellation by the company. If for any unforeseen reason it is necessary for the company to cancel the booking, all monies paid by the hirer to the company will be refunded in full, but neither the hirer, nor any third party shall have further claim against the Company in respect of the cancellation and the Company shall accept no liability for any consequential loss to the hirer.

Failure by the hirer to pay outstanding invoices by the specified dates and after repeated reminders if the company are forced to cancel prior to the event the deposit will be lost. Neither the hirer or any third party shall have further claim against the Company in respect of the cancellation and the Company shall accept no liability for any consequential loss to the hirer.

3. The company reserves the absolute right to alter the course of the Cruise at the discretion of the skipper. The skipper at his absolute discretion may decide it is unsafe to sail and the vessel will remain moored.
4. No discount will be given during the winter months if the vessel does not sail due to unpredictable river conditions, weather and fast flowing under currents. This has already been taken into account in our winter pricing. A complimentary cruise of a maximum of 2 hours will be provided if the skipper deems acceptable.
5. All passengers taking part in the Cruise do so entirely at their own risk and the company whilst taking reasonable precautions shall not be held responsible for any loss, injury, damage or costs sustained by the passengers nor any loss or damage to their personal effects whilst on board or ashore.
6. The company operates the boat to the requirements of the Department of Transport Marine Division and the skippers are at all times in charge of ALL aspects of the Cruise. The hirer is responsible for ensuring that all passengers obey the instructions of the skipper and the crew. The skipper reserves the right to remove any persons not complying with the safety rules on board. He reserves the right to prematurely end the event if unrespectable behaviour persists.
7. The Hirer will be responsible for the behaviour of their guests and ensure that all guests have left the premises at the agreed hire period finish time, delays over the first 15 minutes and each 15 minutes thereafter will result in half hourly rates being charged for each 15 minute period on the final invoice.
8. Children are to be supervised on BOTH decks at all times by a responsible adult. The boat is not a playground and must be respected by all who use her.
9. The hirer will ensure that all decorations, wines, gifts, equipment and rubbish are removed from the premises at the end of the event. The Penny Lane will take no responsibility for the safety of any items left on the boat.
 - a. Guests are asked to respect local residents when disembarking the vessel & please leave the area quietly and promptly at the end of hire period.
 - b. The Bar will close 20 mins before the end of your hire period and all entertainment will cease 10 mins before the end of your hire period. The last 30 minutes on board are for the use of preparing to disembark any time running over will be charged (Point 7 on this form)
 - c. It is the requirement when booking that you inform your guests to arrange taxis BEFORE boarding the vessel.
 - d. When minibuses or taxis are booked, they must be directed to the sports centre car park. If coaches are being used, they must use the coach pull in situated over North Parade Bridge.
10. Smoking is only permitted on the upper deck of the Penny Lane this includes electronic cigarettes.
11. The final table plan (if using for a seated meal) is required seven days prior to the event.
12. No confetti is permitted to be thrown aboard The Penny Lane. Freeze dried petals used on tables must be natural. If dyed petals are used and table linen is damaged we reserve the right to charge for its replacement.
13. No table confetti sparkles & crystals are to be used in the saloon, please consult with the crew on what is acceptable as decorations to use on board.
14. Sparklers, fireworks and Chinese lanterns are **not** permitted on The Penny Lane.

15. Access to the Penny Lane by crew is an hour before your hire period only. We do not allow guests to board before their hire period start time due to crew checks, safety and insurance purposes. If you require an additional time for deliveries, decoration etc then a charge of £50.00 for up to any 2 hour period will be made. Access will depend on any events that may be happening prior to your event.
16. Please ensure that suppliers and entertainers check space and requirements with us first. All entertainers will be required to sign a disclaimer form. All music must cease 10 mins before the end of hire period, dismantled and removed by end of hire period. Failure to switch off equipment at this time or repeatedly ignoring instructions from crew will result in possible damage of equipment with boat to shore change over. The PENNY Lane **will not** be held responsible for any equipment damaged during (electrical surge) during the trip, event or engine to shore change over.
17. Please ensure that your suppliers do not use nails, sticky tape and staples within the venue.
18. Strictly no dogs or any other pets are allowed.
19. Unfortunately we have no disabled access and can't accommodate wheelchair bound individuals due to safety.
20. No external catering companies may be used. No food (except a celebration cake) can be supplied from another source to bring on board.
 - a. As a condition of hire, catering must be incorporated into your hire as per our licence.
 - b. Own wine or sparkling can only be provided to serve with a sit down meal, during food service only or toast. Corkage rates apply. We do not permit own wines or sparkling for any other purpose.
 - c. If bringing your own celebration cake (no fresh cream permitted) you must supply your own serviettes /plates for this purpose. Please bring a box for the removal of any leftover cake and please provide a bin bag for any rubbish created with your decorations, cake, serviettes etc.
21. The penny Lane holds a strict no own alcohol and drugs policy. Items found will be confiscated and we reserve the right to perform a search of passengers and property.
 - a. Any guests found with alcohol and drugs in their possession will result in a premature end to the entire event and the vessel will return promptly to the moorings where all guests will be asked to vacate the vessel.

Please note that these are The Penny Lane terms and conditions only. Please make sure you study all three pages and agree with them completely. Separate terms and conditions may be sent by other suppliers. The Penny Lane reserves the right to amend their terms and conditions at any time.

Any changes will be notified in writing.

Estimated costs will be calculated on the most recent figures on file.

**PLEASE READ THESE CONDITIONS CAREFULLY AND THEN SIGN AND RETURN
ONE COPY WITH YOUR BOOKING DEPOSIT.**

DATE OF EVENT:

DATE:

SIGNED:

NAME (print)