



Mauds Yard, Pontefract, WF8 1AQ | admin@cromwellsopontefract.com | 01977 702702

## PRIVATE EVENT TERMS & CONDITIONS

### Venue Use & Timing

- Availability: Monday - Saturday from 2:30pm | Sunday from 12:00pm.
- Duration: Standard hire is 3 hours. Additional time may be pre-booked at £50 per hour. Please note that additional hours are non-refundable if the event finishes early.
- Decorations: We love to see the space transformed! We kindly ask that you be respectful of our historic stonework. For weddings and christenings where guests arrive simultaneously, we are happy to assist with set-up (decorations to be provided by the host).
- Live Music: Permitted by prior arrangement. Please note this may reduce our maximum guest capacity.
- Licensing: Our venue is licensed until 11:00pm.
- Room Hire: We do not offer room hire only.

### Outside Food & Drink

- Cromwells is a fully licensed venue. For health, safety, and licensing reasons, guests are not permitted to consume their own food or drinks on the premises, with the exception of a celebratory cake.
  - Cake Service: We are delighted to include a dedicated display area and full cake-cutting service (including plates and napkins) as part of your package at no additional cost. Please note that Cromwells cannot accept liability for the ingredients or preparation of cakes provided by external sources.
  - Drinks Penalty: If consumption of outside drinks is witnessed, a £10 corkage charge per bottle will be applied.

### Booking & Payments

- A non-refundable 25% deposit is required to secure your date.
- Final guest counts and menu selections must be confirmed and settled 7 days prior to the event.

### Cancellations & Rescheduling

- 14+ days notice: Forfeit of the 25% deposit.
- 7-13 days notice: 50% of the total contract value is payable.
- Less than 7 days notice: 100% of the total contract value is payable.
- Rescheduling: We will endeavour to transfer your deposit to a new date within 90 days (subject to availability). Requests made within 7 days of the event may incur a service fee to cover perishable goods already purchased.

### Exceptional Circumstances

We understand that life is unpredictable.

- Force Majeure: In the case of extreme weather or government restrictions, we will provide credit toward a future booking.
- Discretionary Review: For genuine personal emergencies, please contact us immediately. While refunds aren't guaranteed once costs are incurred, we assess these situations individually to find a fair solution.