**Information for hire of Fort Horsted (FH) for ghost hunts / paranormal investigations 2016**

1. **Days / times available for hire and costs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Times** | **Site shut down / locked up** | **Cost** |
| Friday | 17.00 to 24.00 | 00.15 | £425.00 |
| Saturday | 18.00 to 01.00 | 01.15 | £475.00 |

**Please note that the hire cost is currently not subject to VAT.**

1. **No. of visitors** Maximum 30 including organisers

**Cost includes**:

* + Use of a room as base unit
	+ Access to tunnels, casemates and magazines with actual areas subject to confirmation on the night
	+ In-room refreshments (hot beverages, water, biscuits, sweets)
	+ On-site parking
	+ Mandatory H & S briefing by FH management
	+ For new clients / organisers / mediums a Fort familiarisation tour by FH management
	+ On site FH management presence

**Payment**

* For new clients a non-refundable deposit of £200.00 is payable by BACS to secure the booking and this will be deducted from your final invoice.
* Invoices will be sent via email only.
* If the event is cancelled with less than 14 working days’ notice we reserve the right to retain / invoice for up to 100% of the venue hire cost
* A home or business postal address must be provided for account set up purposes. We must receive cleared funds a minimum of 10 working days prior to the event. Cash and cheques on the night are not permitted.

|  |
| --- |
| **For payment by BACS:**Name Fort Horsted Properties LtdBank BarclaysAccount no. 53130932 Sort code 20 – 25 - 43 |

**Terms and Conditions**

1. Guests must be accompanied at all times by an event organiser.
2. Solo vigils are not permitted under any circumstances due to the nature of the site.
3. The maximum number of visitors (inc. organisers) is 30 and there must be a minimum of 2 organisers per event irrespective of numbers.
4. All organisers and their guests will need to sign a Fort Horsted liability waiver.
5. We will require a copy your Public Liability Insurance (min. £2m) prior to the event
6. It is the responsibility of the event organisers to provide a qualified first aider and first aid kit.
7. All organisers and guests must each carry a torch and spare batteries.
8. There is no overnight accommodation / parking available at Fort Horsted. Hotels and B & Bs are available close by.
9. No alcohol may be brought or consumed on site.
10. FH management reserves the right to cancel an event on the day or during the actual event due to inclement weather or other adverse conditions outside of its control including unacceptable behaviour. On such occasions FH management’s decision is final. Full or part refund and / or offer of an alternative date will be agreed with the organisers at the time and is dependent on the timing and nature of the cancellation.
11. Unless for individual / personal consumption only food ordered from us may be brought / consumed on site. Cold food buffet can be provided on request with POA. This cost is subject to VAT.
12. We guarantee that no other events of a same or similar nature will be taking place at the same time. However, this is a 24/7 working business centre / site and some noise and vehicle movements in the tenanted and / or common areas may be unavoidable. On the night some areas may also be out of bounds or have restricted access for safety and other reasons. FH management’s decision is final on which areas can be used.
13. Organisers are responsible for ensuring their guests abide by all terms and conditions and any organiser or guest found in out of bounds / restricted areas will be asked to leave immediately. No refund will be given in these circumstances.