

CONFERENCE AND BANQUETING STANDARD TERMS AND CONDITIONS

The following terms and conditions of contract apply from the day of this letter. Written confirmation of a booking by the Client implies acceptance of these terms and conditions.

In these terms and conditions, the expression 'the venue' means The Assembly Rooms and the expression 'the client' means the person, society or company booking the event at the venue.

1. CONFIRMATION

Bookings will be treated as provisional until the venue has received written confirmation from the client, which should be within 14 days of the original booking.

2. PAYMENT

The venue reserves the right to require payment of a deposit at any time prior to the holding of the function, the amount of which will be determined by the management. Should the client fail to pay such a deposit within 14 days of request the venue may treat the booking as cancelled by the client.

All deposits are non-refundable or transferable.

For larger events the venue may request that a schedule of payments be made.

In certain circumstances full payment may be required prior to the event (i.e. wedding receptions).

Where full payment is required prior to the event, the amount as invoiced is required within 14 days of request.

If by prior agreement an account is to be invoiced our payment terms are 14 days only.

In the event of late payment interest may be charged on a daily basis at 4% above the Bank of England base rate, unless a prior agreement has been made.

Invoice queries should be made to the venue within 7 days of the receipt of the invoice. No allowance or refund will be made for meals and other elements not taken within the agreed package rate.

Extras The client shall pay the venue for any food and beverages or other goods and/or services not provided for in the contract or otherwise in correspondence but made available on request of the client on the day of the event.

3. CANCELLATIONS

If the client cancels a conference or function, the following charges will be due. In each case the percentage charge applies to the estimated total account for the event.

Conferences	Percentage	Functions/Weddings	Percentage
Between 26 weeks and 12 weeks prior to the start date	10%	Between 26 weeks and 12 weeks prior to the start date	10%
Between 12 weeks and 8 weeks prior to the start date	25%	Between 12 weeks and 8 weeks prior to the start date	25%
Between 8 weeks and 4 weeks prior to the start date	50%	Between 8 weeks and 4 weeks prior to the start date	50%
Between 4 weeks and 2 weeks prior to the start date	75%	Between 4 weeks and 2 weeks prior to the start date	75%
Less than 2 weeks prior to the start date	100%	Less than 2 weeks prior to the start date	100%

4. RE-CONFIRMATION

The client shall notify the venue not less than 7 days prior to the event the anticipated number of guests attending. The size of the function space allocated is based upon the expected number of attendees. Should this figure be less than 90% of the number first booked, the venue reserves the right to change the allocated function space or charge a sub charge. All guests attending your event MUST be catered for in full and all guests attending an event MUST dine with us. Please note that there will be no admission to guests attending an evening event after 9pm, unless previous arrangements have been made with the management.

5. COMMISSION PAYMENTS (AGENCY BOOKINGS)

Commission is payable at 8% plus vat on the NET AMOUNT. This is based on actual delegate numbers, room hire and all pre booked food and beverage. Commission is not payable on cancellation fees.

6. DAMAGE

The client is responsible to the venue for any damage caused to the allocated room or the furnishings, utensils and equipment therein, or to the venue generally by any act, default or neglect of the client, subcontractor, employee or guests of the client, and shall pay to the venue on demand the amount required to make good or remedy any such damage.

7. CORKAGE

The client or guests may bring no wines or spirits into the allocated rooms for consumption on the premises without prior consent of the venue and for which a charge will be made.

8. PERSONAL PROPERTY EQUIPMENT AND STORAGE

The venue accepts no responsibility for the loss or damage to the property of the clients or guests. Cloakrooms are supplied for the convenience of clients or guests, however any property deposited is strictly at the owner's risk, except for legal liability arising due to the negligence of the venue, its employees, representatives or agents. The venue will assist clients where reasonably possible, with storage of equipment etc. The venue does not accept liability for loss or damage to any item of equipment, furniture and stock or like.

9. PROFESSIONAL BODIES

The venue reserves the right to object to the employment by clients and guests, any photographer, toastmaster, band, musician or other persons in connection with any function or conference and will, without obligation, be pleased to give clients or guests the benefit of their advice or recommendations in this connection. The venue reserves the right to refuse admission.

10. ADVERTISING

Clients wishing to print details of the venue or its telephone number in any publication or advertisement must obtain permission for the venue prior to doing so.

11. EQUIPMENT

The client must ensure that all equipment supplied by the client for use within the venue complies with the any statutory codes and regulations.

The venue reserves the right to refuse connection of water, gas or electricity of the equipment is considered unsafe or a hazard. The use of items that require above average electricity loads (30 amps or more) will be metered and the client agrees to pay the venue the current rate, which is published by the local electricity board.

12. PUNCTUALITY

The event must start and finish at the times specified in the contract. Changes to these times may not be possible unless previously agreed with the venue.

13. CHANGES BY THE COMPANY

The venue reserves the right without prior notice to change the clients assigned function space for one of equal sustainability if the venue has reasonable commercial or operational reasons for doing so. (Including but not limited to the carrying out of works on the relevant area or such area being otherwise unavailable.) Clients information is not passed onto third parties without prior consent from the client. The venue reserves the right to make changes to the interior and/or exterior of the venue between the time we accept your booking and the date of your event. For example, we may make changes to the décor and colour schemes of function spaces, and we cannot guarantee that the venue and its surrounds will be free from additional structures.

THE ABOVE TERMS AND CONDITIONS CANNOT BE AMENDED UNLESS PRIOR CONSENT AND WRITTEN CONFIRMATION IS RECEIVED FROM THE VENUE