



TERMS AND CONDITIONS FOR EVENTS AND CONFERENCES HELD AT THE PREMISES.

In this contract 'The Client' and 'You' means the organising body/company and organiser responsible for commissioning and payment of the event.

The 'Event Agreement' means the agreement between Renewal Conference Centre and 'The Client' for a specific booking or series of bookings. These terms and conditions will form part of the 'Event Agreement'.

1. CONFIRMATION BY CLIENT

Your booking will be regarded as provisional until 'The Client' confirm verbally or via email. Client to Renewal Conference Centre and the method of payment is agreed. We reserve the right to release these facilities if the Agreement has not been confirmed within seven days.

2. PAYMENT

Credit facilities will only be made available subject to a satisfactory check on the Client's current credit status. A credit application form is available on request. If a credit account is not approved then a pre-payment may be required.

On conclusion of the event the outstanding balance is due in full within 14 days of the date of the invoice. If you are late in making payment to us, we have the right to charge interest at 2.5% above HSBC Plc base rate on all of the overdue monies until payment is received in full. Should a deposit or pre-payment be required for any event, this will be specified in writing. Conference organisers will be responsible for their accounts and any unpaid accounts of individuals within their party.

In the unlikely event that Renewal Conference Centre has to cancel your booking, we will return all your advanced payments, although Renewal Conference Centre will not have any other liability.

CANCELLATIONS

In the event that the booker cancels a confirmed booking, the following charges will be applied:

- Between six months and 90 days notice - 25% of the contracted amount.
 - Between 90 days and 30 days notice - 50% of the contracted amount.
 - Between 30 days and 14 days notice - 75% of the contracted amount.
 - Less than 14 working days notice 100% of the contracted amount.
- Notification of cancellations should be made in writing and will be effective on the date received by Renewal Conference Centre.

Renewal will endeavour to re-let the allotted space and a reduction will be made if the Centre is successful in re-letting all or part of the allotted space.

Renewal Conference Centre reserves the right to cancel the booking if the holding of the function is prevented by reason of circumstances beyond the control of Renewal Conference Centre.

4. ALCOHOL/NO SMOKING POLICY

No beers, wines or spirits may be brought into Renewal Conference Centre by customers, or guests for consumption on the premises without prior agreement from the management. A no smoking policy is operative throughout the premises.

5. FINISHING TIMES

Functions and conferences are required to finish at the time agreed when the booking is confirmed. Extensions may not always be possible and must be agreed with Renewal Conference Centre. Where the Renewal Conference Centre is able to accommodate you with an extension, then reasonable charges may be made to cover extra expenses incurred and cover usual hire charges.

6. GENERAL LIABILITY

- I) The costs of repairing any damage caused to the property, contents, or grounds by any of your guests must be reimbursed to Renewal Conference Centre by the Client.
- li) Renewal Conference Centre will not be liable for any failure to provide or delay in providing facilities, services, food or beverages as a result of events or matters outside its control.
- lii) Renewal Conference Centre must comply with certain licensing and statutory regulations and requires the Client to fulfil their obligations in this respect.
- lv) You are required to comply with all statutory, local authority and standards institutions, regulations, standards, provisions, requirements, codes of practice, recommendations and laws for the time being in force that are applicable to your use of the Renewal Conference Centre and facilities. It is your responsibility and not Renewal Conference Centre's to ensure that you are aware of such matters.
- V) You are required to obtain prior written approval if you wish to fix items to the walls, floors or ceilings. Any agreed items must not obstruct the corridors or fire exits. Any damage caused by the placing of unauthorised items will be chargeable to the Client.
- Vi) Goods shall be displayed, deposited, stored or placed in the Renewal Conference Centre at the sole risk of the Client. Renewal Conference Centre shall have no responsibility in respect of any loss or damage to goods.
- Vii) Should any of your delegates be unable to correct any aspect of poor behaviour or activities unacceptable to Renewal Conference Centre, we reserve the right to terminate your event. Should this occur, no monies will be refunded to you. The Manager's decision is final.

7. ADDITIONAL CHARGES

The Client shall pay Renewal Conference Centre any charges incurred by the customer or guests for any food and beverage or other services supplied by Renewal Conference Centre extra to this Agreement unless Renewal Conference Centre has been instructed by the Client in writing prior to the function to obtain payment for such charges direct from the person incurring such charges.

For and on behalf of the client

I have read the above Terms & Conditions and the contracted numbers and agree to be bound by them

Authorised SignatoryPrint Name.....

Position.....Date.....

For Renewal Conference Centre

Signed.....Date.....

Position.....