



CONFERENCE STANDARD TERMS AND CONDITIONS.

The following terms and conditions are set out in order to avoid any misunderstanding regarding all bookings, Puxton Park is referred to as “the company” and the person, firm or company making the booking, including their guests, is referred to as “the customer”. Deposits and/ or written confirmation of the booking from the customer and/or a signed copy of this document implies acceptance of these terms and conditions.

1, Deposits and payments – DEPOSITS ARE NON – REFUNDABLE.

The company reserves the right to require payment of a deposit at any time prior to the holding of a conference. Should the customer fail to pay such a deposit within 7 days of being requested to do so the company may treat the booking as having being cancelled by the customer. The balance shall be required no later than 1 month later prior to the event or on the date set by the company. In view of high costs of financing, interest will be charged at a rate of 5% per month on amounts remaining unpaid at the due date.

1, Direct billing. The customer may request direct billing, a credit request must be completed and returned to the company at least 21 days prior to the event. With credit approval by the company, Puxton Park will open a client’s account, to which all authorised charges will be billed directly. Credit facilities will only be extended to approved account holders.

2, Confirmation – Any booking is provisional until the company receives a signed copy of these Terms and Conditions from the customer, if not received such a booking will be automatically released within 7 days from the date of booking. Thereafter clause 4a shall apply. Email confirmations are not deemed confirmed bookings unless supported with full credit card details. If the customer reduces the final number of persons attending by 10% or more than the original number guaranteed, Puxton Park reserves the right to be able to change the booking to a different conference room as best fits the number involved without being liable to the customer for such changes.

3, Numbers – The customer shall be required to provide the guest/participant numbers attending at the time of booking. The Park will also disclose the minimum number required of the customer for the facilities and venue reserved for the customer (the “minimum number”). The park’s minimum charge for facilities booked will be based on the minimum number. The parties agree that the minimum number shall be mutually agreed based on the customer’s guest/participant list and the companies cost of providing the service, reserving use of the facilities and venue at time of booking.

3a, At least 28 days prior to arrival, the customer will provide the company with up to date participant numbers and if appropriate a rooming list.

3b, At least 14 days prior to arrival, the customer will provide the company with final/guest participant numbers. The final change to the customer will be calculated based on the minimum numbers agreed on the actual number attending, whichever is greater.

3c, If any refreshments reduction is made by the customer to the final numbers less than 14 days prior to arrival, the company reserve the right to charge the customers 50% of the per head charge for each guest/participant not attending. If less than 7 days prior notice is given, each non attending guest/participant will be charged to the customer at the full price per head.

4, cancellation general points – In the event of cancellation of any booking or non arrival by a customer, the customer shall pay to the company a cancellation/non arrival fee.

However, the company will do it's utmost to re let the space, but if, having used their best endeavours, the company are unable to do so, the following cancellation charges will apply

4a, cancellations by the customer – All cancelations must be in writing by registered post
Cancellation of event or reduction in numbers for conferences.

Our cancellation terms oblige you to pay the company a percentage of the total anticipated charges as follows:

Cancellation 3 weeks prior to the event – 25%

Cancellation between 1 and 3 week prior to the event – 50%

Cancellation up to 1 working week prior to the event – 100%

5, Cancellation by the company – The company may cancel the booking under the following circumstances: a) if Puxton Park or any part of it is closed due to circumstances outside it's control, b) if the customer becomes insolvent or enters into liquidation or receivership, c) if the customer is more than 14 days in arrears with any payments to the company, d) if the booking might prejudice the reputation or cause damage to Puxton Park. In such events the company will refund any advance payments made but will have no further liability to the customer.

6, General liability – The Company will not be liable for any failure to provide the services contracted in the following circumstances:

A. Industrial action taken by the company employees, Industrial action taken by staff or major supplier, fire, lightening, aircraft, impact, explosion, riot or civil commotion, malicious damage, storm, tempest, flood, burst pipes, earthquake and impact, postal bookings that do not reach them, breakdown of plant or any failure to supply Puxton Park of gas, electricity, water services etc, Any other circumstances beyond reasonable control.

7, 3rd Party Personal Insurance – The Company shall not be held responsible for the death or bodily injury arising from any cause other than negligence on the part of Puxton Park or it's employees acting solely within the cause of their employment, to persons employed by the hirer during the period of hire whether such death or injury occurs within the allocated rooms or in any part of the Park.

8, Personal Property – The company does not accept responsibility for the property of customers. The company does not accept liability for loss or damage to any item of equipment, furniture, stock or the like belonging to the customer.

9, Car Parking - Cars parked on the premises or within the grounds of Puxton Park are parked entirely at the owners' risk and Puxton Park disclaims any liability for any damage to customers' vehicles however sustained.

10, Damage – The customer shall be responsible for any damage caused to the allocated rooms or furnishings, utensils and equipment therein by any act, default or neglect of the customer, and shall pay to the company on demand the amount to make good or remedy any such damage.

11, New Licensing Act: Under the new licensing act anyone who looks under the age of 21 years of age will be asked to show identification, accepted ID 1, Driving licence, 2, passport, 3, Portman group card. Failure to do so will result in the refusal or service of alcohol.

12, VAT – All prices quoted are inclusive of VAT. The management reserves the right to amend prices in line with any changes to the applicable rate of VAT.

All bookings made arising out of this Agreement will be deemed subject to the above conditions which will prevail over any conditions stipulated or referred to by the customer.

The agreement does not affect any rights of the customer may have under their statutory rights.

Date of Conference

Invoicing Addressee:

Invoicing Address:

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Email Address:

Contact Number:

Signature:.....

Print Name.....

Date:.....