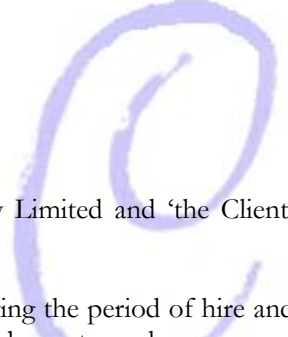


**TERMS AND CONDITIONS FOR THE
CHARTRIDGE CONFERENCE COMPANY LIMITED
(PRIVATE FUNCTIONS)**



- 1) In these Terms and Conditions 'the Company' means The Chartridge Conference Company Limited and 'the Client' means the person(s) named below or with whom the hiring contract is concluded.
- 2) The Client will be fully responsible for all persons and property brought onto the premises during the period of hire and will indemnify the Company against any claims in respect of loss, injury, or damage sustained by or to such persons or property other than claims in respect of death or personal injury or loss of property arising solely from the negligence of the Company, its servants or agents.
- 3) The Client will further be responsible:
 - a. for any damage caused to the premises or its contents by the Client, its visitors, servants or agents
 - b. for ensuring that all persons brought to any part of the premises comply with licensing and other statutory requirements to which the Company is subject in respect of the premises. The client and/or their guests are required to observe the Smoking Policy displayed in Reception.
- 4) The Company shall in no circumstances be held responsible for temporary closure of all or part of the premises or interruption or cancellation of the Client's booking caused by circumstances beyond the Company's control, including (without prejudice to the generality of the foregoing) any breakdown of machinery, failure of supply of electricity or gas, leakage of water, act of God, strike or industrial action. In these circumstances the Company will use its best endeavours to assist the Client.
- 5) The price of the facilities and service will be that as set out on the Contract including room hire charge or facility fee. The Company does not entertain corkage facilities.
- 6) Deposit - In order to secure your reservation, we require written confirmation together with a non-refundable deposit of £500.00.
- 7) Cancellation – The Company reserves the right to make a further charge of £2000.00 for a late cancellation within 8 weeks of the date of the function. We advise all event organisers to insure against cancellation.
- 8) Payment terms - A proforma invoice will be raised 8 weeks prior to the date of the event covering the estimated cost of food and beverage. This invoice must be paid in full, less the initial £500.00 deposit, within 7 days of receipt. Account bars when not prepaid can be arranged when guaranteed to a Credit Card.

A final invoice, inclusive of any additional minor expenses, will be issued after the event to be settled within 21 days. **All payments by credit card incur a 2% administration charge.**

Final numbers of guests are to be advised 14 days in advance. Please note that this will be the minimum chargeable number.
- 9) At the end of the function the Client, or their representative, will ensure that the premises are vacated promptly.
- 10) This agreement shall be construed in accordance with English law and in the event of any dispute the English courts shall have exclusive jurisdiction.

I agree to the Terms and Conditions stated above:

DATE OF FUNCTION **TYPE OF FUNCTION**.....

NAME(S) OF CLIENT(S)

CLIENT(S) SIGNATURE

(copy to be signed and returned with confirmation deposit).