

Beechdown Meetings Terms of Trading

Conferences, Meetings and Training Seminars at Beechdown Meetings and Events booked by the Client are subject to the following:

1. Numbers Attending

The Client shall give details of final numbers attending the function when requested by Beechdown Meetings and Events, and in any case, not less than 14 working days beforehand. The acceptance of any increase over the previously advised numbers will be at Beechdown Meetings and Events discretion.

Beechdown Meetings and Events reserve the right to charge in full, for any decrease from the final numbers given but in any case, the minimum chargeable number will apply.

2. Charges

The client agrees to pay all charges on the due dates, failing which interest will be charged daily 2% over Beechdown Meetings and Events Banker's Base Rate.

Any function for which advance payment is overdue by more than 7 days may be cancelled by Beechdown Meetings and Events and the cancellation fees detailed in clause 6 will become payable immediately.

3. Advertising

If the general public is admitted to the function, the Client should not use Beechdown Meetings and Events name or trademarks without prior written permission and must show all tickets, posters and any other advertising material to Beechdown Meetings and Events for its approval, in writing. In all other circumstances this information should be provided if so requested by Beechdown Meetings and Events.

4. Clients use of Beechdown Meetings and Events

The Client and persons using Beechdown Meetings and Events shall:

- Comply with all licensing, Health & Safety and other regulations relating to Beechdown Meetings and Events
- Not carry out any electrical or other works at Beechdown Meetings and Events, including amplification and lighting, without Beechdown Meetings and Events written consent.
- Not consume any food or drink in Beechdown Meetings and Events not supplied by Beechdown Meetings and Events or its authorized caterers, without Beechdown Meetings and Events prior written consent.
- Any person or item in breach of these conditions may be refused admission or may be removed from Beechdown Meetings and Events.

5. Cancellation by Beechdown Meetings and Events

Beechdown Conferencing may cancel the bookings under the following circumstances:

- If Beechdown Meetings and Events or any part of it is closed due to circumstances out of its control.
- If the Client becomes insolvent or enters into liquidation or receivership.
- If the Client is more than 14 days in arrears with any payments to Beechdown Meetings and Events.
- If it might prejudice the reputation of/or cause damage to Beechdown Meetings and Events.

6. Cancellation by the Client

If the Client cancels a confirmed reservation less than 6 months in advance, Beechdown Meetings and Events reserves the right to claim the following sums, unless a booking is obtained for the same dates from a third party on no less favourable terms.

- Cancellation between 3 and 6 months in advance - 30% of the total anticipated charges.
- Cancellation between 32 days & 3 months in advance – 40% of the total anticipated charges.
- Cancellation between 7 & 31 days in advance - 50% of the total anticipated charges.
- Cancellation less than 7 days in advance - 75% of the total anticipated charges.
- Cancellation less than 48 hours in advance - 100% of the total anticipated charges.

7. Liability

- Beechdown Meetings and Events will be liable to the Client and/ or persons attending the function for injury to persons or loss or damage to property only where to the extent that it has been negligent but otherwise will be under no liability to them whatsoever.
- The Client will be liable to any loss or damage of Beechdown Meetings and Events property including walls, light fittings and equipment (including items hired for their use) or injury to any person including any Beechdown Meetings and Events staff and shall indemnify Beechdown Meetings and Events against any loss or liability (other than Beechdown Meetings and Events liability in the above arising from the function).
- The Client is advised to consider arranging insurance for the function covering public liability and loss or damage to its property and that of persons attending the function.

8. General

- Beechdown Meetings and Events will take all reasonable steps to fulfil the reservations to the best of its ability and in accordance with the details provided. However, it reserves the right to provide alternative services of at least an equivalent standard at no additional cost to the Client.
- The Client shall not be entitled to assign the booking to any third party nor utilize Beechdown Meetings and Events facilities, other than for the purpose stated, without Beechdown Meetings and Events prior written approval.
- Beechdown Meetings and Events reserves the right to pass on to the client any additional costs incurred to them in respect of services requested during the course of the function or caused by the Client adhering to the agreed times for services.
- Whilst Beechdown Meetings and Events has taken all reasonable steps to ensure that the information contained in its brochures, tariffs, leaflets and advertisements are accurate, it reserves the right to alter, substitute or withdraw any service, facility or amenity without notice if necessary.
- Notwithstanding anything contained in these terms, Beechdown Meetings and Events will not be liable for any failure to perform its obligations to the client in whole or part as a result of any of the following circumstances:
 - Fire at or near Beechdown Meetings and Events.
 - Flood at or near Beechdown Meetings and Events.
 - Civil unrest, dispute or commotion.
 - Act of God.
- Legal action against Beechdown Meetings and Events, not resulting in its negligence, preventing the supply of services.
- No variation of these conditions shall be effective unless in writing and signed on behalf of both Beechdown Meetings and Events and the Client.
- This agreement shall be subject to UK Law.

9. Confirmation of Booking

- To confirm a corporate event we require a copy of these signed Terms of Trading along with a signed copy of the working Contract.

10. Payment

Payment is due as detailed below: -

- New clients are required to pay a non-refundable deposit of up to £200 for their first booking.
- Clients will be invoiced after the event and payment is due no later than one month after invoice date.

Beechdown Meetings and Events also reserve the right to add any new or additional tax levy imposed by lawful authority and which was not known at the time that the contract was prepared.

All charges include Value Added Tax unless stated. If a price includes VAT this price is subject to alteration if the rate is changed before the function.

Copy to be signed by Client as acceptance of the above

Signature:

Name:

Date:

Company Name:

Dates of Function: