

Elan Meeting Rooms

June 2015

Meeting Rooms Terms & Conditions

The following terms and conditions will apply to your booking (to the exclusion of any other terms and conditions which you may purport to apply):

To secure your booking

To secure the booking, an invoice will be generated and payment must be received in advance at the time of booking the room. Please provide valid credit card details, or make payment direct to our bank account either through bacs or Gocardless. The bank account details are on our invoices

Cancellations or amendments

In the unfortunate event that you cancel, cancellation fees will be charged in accordance with this clause. All cancellations and amendments must be confirmed to us in writing and a cancellation number. On receipt of this confirmation the notice period becomes effective and space will be released for re-sale. Fees for cancellations/reductions in numbers are calculated as detailed below and are based on the total value of the confirmed booking.

Period of notice given before course/event arrival date: Cancellation fee:

91 - 120 days 20%

61 - 90 days 35%

31 – 60 days 45%

15 – 30 days 65%

4 – 14 days 90%

3 days or less 100%

Final confirmation of attendees

To enable us to organise your event successfully, please send to us your final numbers, no later than 7 days prior to the course/event.

Training/event rooms and facilities

We reserve the right to change any advertised facilities at our absolute discretion and to vary our brochure from time to time. No liability is accepted for any errors or omissions in our brochures.

Damage

You are responsible for all allocated rooms during the period of the booking. Any damage to the rooms or their contents incurred as a result of the acts, omissions or default on the part of you, your guests, employees, subcontractors or representatives or their guests may result in a

charge to remedy such damage. The client, their guests, employees or third party subcontractors will be liable for the cost of repairs carried out as a result of any damage caused to any property or equipment owned by Elan Meeting Rooms by the negligence, wilful act or default of any such person. Elan Meeting Rooms accepts no liability for the loss or damage to any equipment or personal belongings brought onto the property by you, your guests, employees or associated third parties.

Liability

So far as is permitted by law Elan Meeting Rooms excludes liability to you, your guests, employees and third party subcontractors as follows;

Any equipment brought to Elan Meeting Rooms premises by you, your guests, employees or third party subcontractors is brought by that person at their own risk and you will indemnify us against all liability arising in connection with the use of the equipment. You and any third party subcontractors employed by you and your guests for the purpose of organising and providing additional external events (such as teambuilding) will be required to comply with all applicable statutory requirements including relevant Health and Safety regulations and to provide liability insurance commensurate with the risks involved, appropriate method statements, risk assessments, licenses and demonstrate additional competency skills required to manage the event, in compliance with relevant Health and Safety Law. Elan Meeting rooms shall not be responsible for the damage or loss of any merchandise or articles left in any of its premises.

Statutory legislation

Elan Meeting Rooms is subject to statutory regulations including, without limitation, Liquor Licensing, Fire Regulations, Health, Safety and Environment. Clients, their employees, their guests and associated third parties must therefore comply with these requirements as may be directed and enforced by Elan Meeting Rooms.

Invoicing

Payment is required in advance and details on How to Pay are on the invoice.

Late payment

In the event of you failing to pay your invoices on time we shall be entitled to charge interest on a daily basis from the date of the invoice to the date full payment is made. This shall be in accordance with the Late Payment of Commercial Debts Act 1998 at 8% above base rate (Bank of England). In the event of invoices being outstanding for longer than 60 days, we shall be entitled to cancel all your outstanding bookings and all outstanding invoices will become immediately due and payable.

Use of grounds

Any on-site external or internal teambuilding or other similar activities require the authorisation of the Management at the time of booking and additional insurance liability and Health and Safety documentation may be required. No alcohol, food or beverage may be brought into the venue or grounds by or on behalf of the client or any guests for consumption on the premises unless the prior written consent has been obtained.

Termination

In the event that you become bankrupt, cease to trade, have a receiver appointed or make any voluntary arrangement with your creditors, we shall be entitled to immediately terminate this contract by giving notice in writing to you or your representative(s).

General

No failure or delay by us in exercising any of our rights under this contract shall be deemed to be a waiver of that right. In the event of circumstances beyond our control resulting in us being unable to provide our services, we shall have no liability in respect of any losses or damages arising directly or indirectly from such circumstances. Should the client contract with Elan Meeting Rooms through an agent, the agent acts in that capacity for the client and not Elan Meeting Rooms. The client therefore accepts full responsibility for payment of the account. This contract shall be governed by the laws of England.

All bookings are subject to these terms and conditions which may not be varied without our written agreement.

* All reference in days means calendar days.

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