

**CREDIT APPLICATION FOR MEETING ROOMS OR HOTDESKING WITH  
ADAM STREET LTD**

**(ADAM HOUSE)**

**7-10 Adam Street, The Strand, London, WC2N 6AA**

Email: offices@adamhouse.co.uk

Fax: 0207 379 9479

Tel: 0207 379 9449

**Date:**

**Room:**

**Times:**

**Number of Attendees:**

**Catering:**

**Equipment:**

**Extra Requirements:**

Contact Name \_\_\_\_\_ Company Name: \_\_\_\_\_

Contact Telephone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Type of Card – MASTERCARD, VISA, SWITCH and OTHER DEBIT CARD

*Please note, we do not accept Amex or Diners Club*

Credit card number \_\_\_\_\_

START DATE:

EXPIRY DATE:

Cardholder Name: \_\_\_\_\_

Security Pin: \_\_\_\_\_

By ticking the box you authorize us to charge your card.

Billing Address:

Invoicing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing this form, you are agreeing that your company will abide by the Adam House Terms and Conditions a copy of which is attached but may be changed from time to time. We will use the above credit card as a guarantee for the room hire and services no charges will be taken off the credit card unless otherwise instructed to do so or if the invoice has not been paid within 24 hours after the invoice date.

Any dispute as to the accuracy of the invoice must be communicated to Adam House within 7 days from the invoice date and if payment is not made within the terms the above credit card will be automatically debited for the full amount.

I/we agree with the above and the terms and conditions of Adam House (see sheet below)

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

## TERMS AND CONDITIONS

- 1.A1** Comply with the terms of this agreement and the rules of Adam Street Ltd (Adam House) and any other regulations such as the operator shall determine from time to time.
- 1.A2** Pay the operator the amount set out in any invoice issued by the operator together with all Value-Added Tax that may be payable.
- 1.A3** Indemnify the Operator against reasonable expenses costs claims damages in respect of injury death and loss of damage to the property incurred by the Operator through the Client's occupation of the premises or other property of the Operator or the property of other users of the premises, but only to the extent that it directly results from the clients negligent act or omission in connection with the work hereunder. To the extent permitted by applicable law, the client's maximum liability howsoever arising out of this Agreement shall not exceed £2 million.
- 1.A4** Report to the Operator immediately the loss or damage of any equipment or furniture provided by the Operator.
- 1.A5** Vacate the premises leaving it in the same condition as it was found save fare wear and tear.
- 1.A6** In consideration of the Conference Fee, the operator shall during the term of this agreement provide to the Client during requested hours Monday to Fridays except bank and public holidays access to the Facilities.
- 1.A7** The Operator shall not be liable for failure to carry out any obligations referred to in this Agreement or interruption in any of the facilities where the failure or interruption is because of necessary repair or maintenance or destruction by fire, water or terrorism or any other cause beyond the control of the Operator or negligence of any employee or contractor or client.
- Terms of Payment**
- 2.A1** The Client shall pay the operator the Room Hire Charge and any other agreed charges, costs and expenses in respect of business centre services provided by the Operator to the Client as may be applicable. The charges made by the Operator for business centre services are set out in the Business tariff. The Operator reserves the right to change the Business Tariff.
- 2.A2** The Operator requires the full conference room rate for the hours booked, to be paid in full in advance, or a valid credit card to guarantee the booking. The payment or credit card will confirm the booking and will be held as a deposit. The Client will be invoiced for all catering and business service costs associated with the conference costs as soon as these are calculated. This final invoice must be paid within fourteen days of the conference.
- 2.A3** Value Added Tax will be charged as required by law, and at the current rate where it is applicable.
- 2.A4** The charges for administrative assistance are for a minimum of a quarter of an hour and there will be no reduction from the quarterly hour rate if the assistance does not take this time.

### Reservations

- 3.A1** The Client may reserve any one of the conference rooms and any related equipment within Adam House within normal work hours.
- 3.A2** If the Client requires access to the conference rooms outside of normal working hours, arrangements must be made with staff prior to date. Where Adam House staff are requested to provide conferencing services to the Clients after normal working hours, the Client agrees to pay Adam House the out of hours' rate.
- 3.A3** No food, wine, beer or spirits may be brought into Adam House by the Client or Client's guests for consumption on the premises unless prior consent has been obtained in writing and an additional charge has been agreed.

### Cancellation

- 4.A1** **Room Cancellation:** - If the Client cancels a booking, the Client agrees to give the Operator no less than 14 days' notice. If less than 14 days' notice is given, then the whole room fee will be charged. No shows and on the day cancellations will be charged the same way. If the Client books a room less than 14 days prior to the booking date and cancels a booking, then the whole room fee may still be charged.
- 4.A2** **Catering Cancellation:** - Where a cancellation occurs and the Client has ordered catering, the Client agrees to give no less than 72 hours notice to avoid the charge of the full cost of the food ordered.
- 4.A3** **Amendments or Cancellations by Adam Street Ltd (Adam House).**

### Termination

- 5.A1** The Operator shall be entitled to terminate this Agreement at any time forthwith if the Client shall fail:
- 5.A2** To pay any sum or part thereof payable under this agreement on the due date;

### Other Provisions

- 6.A1** The Operator shall not in any circumstance incur any liability in respect of death or personal injury, loss or damages caused in respect of any property of the Client stored on the premises.
- 6.A2** The Operator accepts no responsibility for any loss or damages of any sort suffered by the Client arising directly or indirectly from the use of the premises or any of the business centre services.
- 6.A6** **Affixing of Signage:** - No signs or other items may be placed on or affixed to any part of Adam House's premises without prior consent. You are required to obtain prior written approval if you wish to affix items to the walls, floors or ceilings of the rooms you are hiring.
- 6.A7** **Amendments:** - Adam House may cancel the booking, if the client is more than 30 days in arrears of previous payments, also if Adam Street Ltd (Adam House) becomes aware of any alteration in the client's financial situation.
- 6.A8** **Health & Safety:** - We are concerned for your health and safety and that of our premises. Please respect any requests by the Office Manager to comply with safety issues. Instructions concerning fire evacuation routes are supplied in all rooms.

### Governing Law

- 7.A1** This agreement shall be interpreted in accordance with the laws of England and Wales and any dispute or other matter arising hereunder shall be subject to (and the parties hereby submit) to the exclusive jurisdiction of the English Courts.