

TERMS AND CONDITIONS
FOR UK CHAMBER OF SHIPPING
VENUE HIRE



1. Venue Hire Bookings

All bookings for catering or room hire must be confirmed in writing. The hirer shall be responsible for paying all charges, which will be invoiced after the event date and payable within thirty days of the invoice date. The UK Chamber of Shipping reserves the right to charge interest at 3.0% over Nat West Plc base rate on outstanding accounts.

2. Cancellation Fees

The UK Chamber of Shipping Venue Hire will charge a cancellation fee, if the hirer cancels a confirmed booking. The cancellation fee (Monday to Friday only, weekends not included) will be according to the following scale: where notice of cancellation is received between the following.

<u>42 to 29 working days</u> in advance of the event date, <u>10%</u> of the room hire rate
<u>28 to 15 working days</u> in advance of the event date, <u>50%</u> of the room hire rate
<u>14 to 8 working days</u> in advance of the event date, <u>75%</u> of the room hire rate
<u>7 working days</u> of the event date, <u>100%</u> of the combined room hire and all catering charges including refreshments

The hirer shall pay the cancellation fee within thirty days of the invoice date. A tentative booking that has not been confirmed in writing will be held for a maximum of **10 days** from the date on which it was made. The UK Chamber of Shipping reserves the right to require a deposit when a booking is confirmed.

3. Invoicing

Charges for catering and room hire are published separately by the UK Chamber of Shipping. Hiring of round tables, chairs and linen which are hired in extra for an event, telephone calls, and photocopying charges are subject to VAT at 20%. Prices given for room hire, catering, equipment hire, tea, coffee and biscuits are excluding of VAT.

Neither the hirer nor any person acting on his behalf shall impose any charge for any purpose on persons attending an event without the prior written consent of the UK Chamber of Shipping Venue Hire.

4. Arrival and Finishing Times

Unless agreed otherwise with the UK Chamber of Shipping Venue Hire, the room will be available for occupation 15 minutes before the time for which they have been booked.

The UK Chamber of Shipping Venue Hire premises shall be vacated by the hirer by 1pm in the case of morning events, if lunch is provided vacated by 2pm 5pm in the case of afternoon or full-day events and 830pm in the case of evening events.

5. Our Right to Cancel

The UK Chamber of Shipping Venue Hire reserves the right to cancel the booking

- if owing to the actual or impending sale or disposal of the premises owned by the UK Chamber of Shipping, the facilities are no longer available for hire provided that notice is given 60 days or more in advance of the date of the event; or
- if the holding of the event is prevented by any other circumstances beyond its control and shall not be liable for any loss or damage what so ever arising from such cancellation.

6. Licenses

The UK Chamber of Shipping Venue Hire holds a licence for the sale of intoxicating liquor to members of the UK Chamber of Shipping and those on the premises by invitation of the organizers of any reception or event. There are no cash bar facilities. The UK Chamber of Shipping Venue Hire is not licensed for music, dancing or entertainment and no such performance shall take place on the premises.

The Bar must finish ½ hour prior to the end of the hire period.

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7. Catering

Where catering is being supplied, the hirer shall advise the UK Chamber of Shipping Venue Hire of the number of people attending the event at least **four working days** before the event date. This number is the minimum on which the final invoice will be calculated.

UK Chamber of Shipping Venue Hire has the sole rights to supply catering services to the UK Chamber of Shipping Venue Hire. **Clients are not permitted to bring their own food and drink onto the premises for consumption.** Please note that it is our policy that food left over from any function cannot be removed from the premises. This is in compliance with the Food Safety Temperature Control Act 1995.

8. Display Materials

Hirers using the UK Chamber of Shipping Venue Hire who are bringing display materials to UK Chamber of Shipping Venue Hire for their conference or meeting are required to inform the Conferencing, Event and Facilities Manager or the Events and Conference Assistant of what they are bringing at least a week in advance of the booking.

- UK Chamber of Shipping Venue Hire reserves the right to remove any materials which may be deemed offensive or which are positioned in such a way that may cause health and safety problems.
- Deliveries of such materials can only be accommodated on the day prior to the booking and must be removed immediately at the end of the booking or the following working day.
- Set up and provision of display materials is the responsibility of the hirer

9. Health and Safety

- The Hirer is responsible for the Health and Safety of their staff and delegates throughout the duration of the hire period, and will be expected to comply with all relevant legislation.
- Information regarding emergency procedures, house-keeping and First Aid arrangements is available from the Conferencing, Event and Facilities Manager or the Events and Conferencing Assistant
- The capacities of each room are given on hire and may not be exceeded for safety reasons.
- The management reserves the right to alter proposed room layouts in order to comply with fire regulations and to refuse admission to rooms if over-crowding is liable to occur
- Delegate lists are required to be sent to UK Chamber of Shipping Venue Hire at least three working days in advance

10. Loss or Damage

The UK Chamber of Shipping shall not be responsible for any loss or damage to property belonging to the hirer or his guest nor any injury which may be incurred during the holding of an event except where death or personal injury is as a result of negligence on the part of the UK Chamber of Shipping Venue Hire. The hirer shall indemnify the UK Chamber of Shipping Venue Hire against liabilities for any such loss, damage or injury for which it is not responsible under this paragraph.

The hirer shall be responsible for, and shall indemnify the UK Chamber of Shipping Venue Hire against, any damage caused by the hirer or its guests, to any of the furniture, fitments or structures belonging to the UK Chamber of Shipping other than fair wear and tear.

We(The Hirer).....
of the UK Chamber of Shipping Venue Hire for the period agree to abide by the terms and conditions set out above.

Signed:.....

Company:.....

Name (please print):..... Date: