

## TERMS & CONDITIONS OF BUSINESS

### 1 INTRODUCTION

1.1 Graysons Venues aims to provide the best possible service, the terms and conditions set out in this contract are to enable an agreement in writing from both parties.

1.2 The client hires part of the premises at the Royal Over-Seas League on the terms and conditions in this contract. There shall be no variation of the terms of the contract unless expressly agreed in writing by Graysons Venues.

### 2 BOOKING PROCEDURES & PAYMENT

2.1 The Client will provide the Events co-ordinator with full details in writing to include a) layout, b) numbers c) catering requirements and any other ancillary details.

2.2 The Events Co-ordinator will prepare a confirmation and deposit request within 5 working days.

2.3 Once the client has checked the booking confirmation the client should amend and initial any changes where necessary and return with the non-refundable deposit payment equivalent to 50% of the estimated event charge.

2.4 Graysons Venues will request full pre-payment no later than 10 working days prior to the event. Failure to comply with this request may prevent the event-taking place.

2.5 All requirements should be confirmed with the Events Co-ordinator no later than 7 working days prior to the event.

2.6 A best estimate of numbers should be sent to the Events Co-ordinator 7 working days before the event. Final numbers should be confirmed with the Events Co-ordinator no later than 2 working days prior to the event, in writing, unless there is an increase in numbers this will be the minimum numbers charged.

2.7 In the event that the Client is acting as an agent or intermediary for the principal, Graysons Venues requires written confirmation from the said principal that the agent is empowered to contract with the Graysons Venues on their behalf.

2.8 Additional services during the event must be settled before departure from the Royal Over-Seas League.

2.9 Any accounts due after the event must be settled within 14 days of the event date.

2.10 Hire of any ancillary services e.g. audiovisual equipment or entertainment will be subject to the supplier's terms and conditions.

2.11 Graysons Venues reserves the right to charge 2.5% of the total balance per month on overdue accounts.

2.12 Provisional bookings will be held for 14 days. After which the booking will be released unless the Client contacts the Events Co-ordinator to extend the provisional booking. Should another enquiry for the same date be received by the Events Co-ordinator within the 14-day period, a call will be made to the original client to determine if they are prepared to release the provisional booking or make a final decision to confirm date.

2.13 Any payments made by a credit card will incur a 3% surcharge if paid by an Amex card.

### 3 CANCELLATION PROCEDURES / CHARGES

3.1 The cancellation charges are as follows:

- More than 6 months prior to the event - no charge
- 6 months - 8 weeks prior to the event - 50% of total charge
- 8 weeks - 2 weeks prior to the event - 80% of total charge
- Less than 2 weeks prior to the event - 100% of total charge

3.2 In the Event of a cancellation Graysons Venues must be advised in writing by the client.

3.3 Graysons Venues cannot be held responsible for failure to complete the contract owing to exceptional circumstances including weather conditions, war, industrial dispute or other circumstances beyond our control.

3.4 In the event of the Royal Over-Seas League or any part of the premises being rendered unfit for the use for which it has been hired Graysons Venues shall not be liable to the Client for any resulting loss or damage.

3.5 In the event of Graysons Venues being unable to carry out its obligations under this contract, Graysons Venues liability to the Client shall be no more than the amount already paid by the Client to Graysons Venues.

3.6 Graysons Venues reserves the right to terminate the contract if:

- a) The Client becomes insolvent or enters into liquidation or receivership.
- b) The Client is more than 30 days in arrears with any payment to Graysons Venues for previous services.
- c) The event might, in the opinion of Graysons Venues or the Royal Over-Seas League, prejudice the reputation of the Royal Over-Seas League.
- d) Any person or group using the facilities in connection with the event fails to observe the rules and procedures of the Royal Over-Seas League.

### 4 GENERAL CONSIDERATIONS

4.1 The Client will not use the premises for any purpose other than that described in the function sheet and shall not sub-let or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way. The client will or not do anything or to bring onto the premises anything which may endanger insurance policies in respect of the premises.

4.2 During the period of hire the client will be responsible for the supervision of any guests wherever they are in the Royal Over-Seas League.

4.3 During the period of hire the client will be responsible for the care and safety from damage to the premises and their contents and parts of the premises being hired.

4.4 The Client is responsible for the careful supervision of any vehicle arrangements within in the Royal Over-Seas League or Park Place.

4.5 Signage is at the discretion the Royal Over-Seas League. The Client shall be liable for the costs of any repair or replacement attributable to damage caused by the placing of unauthorized signs. Blu-Tac, sticky tape or any other substance must not be used on the walls.

4.6 The Client shall indemnify the Royal Over-Seas league against the cost of repair or any damage done to any part of the building or contents during the period of hire, or as a result of the hiring. The client will also indemnify the Royal Over-Seas League and Graysons Venues for any claims made against the venue by any third party as a result of the acts of the Client or the Client's guests.

4.7 The Client shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, The Local Magistrate's Court or otherwise, particularly with any event, which includes dancing or music or other similar entertainment.

4.8 Smoking or vaping is only allowed outside the Royal Over-Seas League in the outside-designated smoking area.

4.9 No naked flames or pyrotechnics are permitted without the Royal Over-Seas League's prior permission.

4.10 Graysons Venues and the Royal Over-Seas League will not accept liability for any loss or damage to the Clients equipment or property while on the premises, unless as a direct result of negligence on the part of Graysons Venues and the Royal Over-Seas League or their employees.

4.11 Graysons Venues may at the Client's expense remove and dispose of anything left in the function/meeting room by the Client or their guests after the event is concluded.

4.12 Any dispute arising out of the interpretation or implementation of this Contract, which cannot be settled by mutual agreement, shall be referred for decision to an arbitrator chosen by agreement between the Client and Graysons Venues or, failing such agreement on the choice of the arbitrator within three months of the request for arbitration, to an arbitrator appointed by the First President of the Court of Appeal at the request of either Party. The decision of the arbitrator shall be final and not subject to appeal.

## 5 CLIENT OBLIGATIONS

5.1 The Client agrees to use the premises in an orderly manner and to take steps to ensure that their guests adhere to all the regulations of the Royal Over-Seas League at all times.

5.2 The Client shall be responsible for arranging their own insurance to cover any potential loss due to theft, damage, cancellation or replacement of the event (however caused.)

5.3 The Client, by entering into a written contract, indemnifies Graysons Venues and the Royal Over-Seas League against any claims for damage caused by his or her use of the premises.

5.4 The Client or their guests will not bring any food or beverage into the premises without written agreement.

5.5 The Client will not bring into the premises any animals (guide dogs are allowed) or any substance or article which is hazardous, illegal or likely to be a nuisance to other users of the premises.

5.6 The Client is responsible for all property owned by the Royal Over-Seas League used on the day of the event

5.7 The Client will recompense the Royal Over-Seas League and or Graysons Venues for any damage to or theft of property while it is in their care.

5.8 The Client will ensure that the function/meeting rooms are maintained in a clean and tidy condition, free of litter, for the duration of the event and are left in such a condition upon its conclusion.

5.9 Emergency signs are displayed throughout the Royal Over-Seas League. Fire exits and evacuation routes must not be obstructed. The Client is obliged to ensure that all persons attending the event are made aware of the Royal Over – Seas Leagues emergency procedures when the event commences.

5.10 The Client must adhere to the conditions within the Premises Licence, which includes that there shall be no more than 15 smokers outside at any one time.

5.11 After 20.00 hours the Garden may only be occupied by members and guest of members.

5.12 For all non and prospective members using any Royal Over-Seas League dining facility a 12.5% service charge will be added to the final bill.

## 6 ENDORSEMENTS

6.1 The hire of facilities does NOT carry with it any implied endorsement from the Royal Over-Seas League and the Client is not permitted to make any claim for endorsement.

6.2 The Client may only use the name of the Royal Over-Seas League in any associated material, advertising, to indicate where the event is or was located.

6.3 In no circumstances may the name The Royal Over-Seas League be used in any manner, which suggests that the event is an official event of the Royal Over-Seas League, or which implies the Royal Over-Seas League supports or approves of the Clients event, or any views and opinions expressed during the event.

6.4 Invitations to events held at the Royal Over-Seas League must carry the RSVP address of the client and not of the Royal Over-Seas League.

6.5 Permission in writing must be obtained from the Royal Over-Seas League to allow press, television, film or radio coverage of an event.

Signature : \_\_\_\_\_ Date : \_\_\_\_\_