



CONFERENCE FACILITIES TERMS AND CONDITIONS

Thank you for choosing St Gemma's Hospice in which to run your event. 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):

Enquiries

All enquiries can be made to the Conference Facilities Assistant , contact details as on the website.

Booking

Provisional bookings can be made by telephone, fax or e-mail, only on receipt of a signed booking form will the booking be considered 'confirmed'.

Once the details of your event have been agreed you will receive a confirmation booking form from the Conference Facilities Assistant.

On the day of your event your 'contact on the day' will be asked to make themselves known at the Academic Unit reception to sign a copy of the booking form to confirm that all details as stated are correct. Any additions or amendments on the day will need to be signed for by this 'contact on the day'.

Their signature will be your acceptance of the additional charges being added to your invoice. Therefore please ensure that your 'contact on the day' is authorised to agree any such additional expenditure.

All delegates will be required to sign in on arrival at the Academic Unit.

Car Parking

Please note there is no parking available at St Gemma's Hospice. All parking spaces are allocated for the use of staff and patient visitors.

Invoicing

Unless otherwise stated by us, the invoice will be raised on the date of the event and forwarded to you for payment. Payment is required within 30 days from the date of your event. VAT is currently charged at 20% but will be charged at the prevailing rate.

Delegate numbers

When confirming numbers, please ensure that they are realistic in relation to your

event. The delegate numbers for which you contract will be used as the basis for your final account and will be subject to our cancellation policy as detailed below. We do, however, understand that numbers can reduce and with this in mind we allow for a 10% variance in delegate numbers if notified to us in writing more than 14 days prior to the course/event.

Cancellations or amendments

In the unfortunate circumstance that your event should have to be cancelled the following cancellation charges will apply:

Should your event be cancelled between 5 and 7 working days before the date of your event a cancellation fee equivalent to the value of the room hire will be charged.

Should your event be cancelled between 0 and 4 working days before the date of your event a cancellation fee equivalent to the value of the room hire and the value of the catering will be charged (not including the value of the refreshments.)

All cancellations must be sent in writing/fax/e-mail to the Conference Facilities Assistant.

Final confirmation of attendees

To enable us to organize 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

Delegate numbers will be taken into consideration when allocating your training/event room. We reserve the right to change allocated rooms and 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 the Academic Unit at St Gemma's Hospice by the negligence, willful act or default of any such person. The Academic Unit at St Gemma's Hospice 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 the Academic Unit at St Gemma's Hospice limits and excludes liability to you, your guests, employees and third party subcontractors as follows:

Any equipment brought to the Academic Unit at St Gemma's Hospice 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 organizing 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.

The Academic Unit and all surrounding areas of St Gemma's Hospice shall not be responsible for the damage or loss of any merchandise or articles left in any of its premises.

Statutory legislation

St Gemma's Hospice and the Academic Unit is subject to statutory regulations including, without limitation, 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 St Gemma's Hospice.

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 authorization 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, for which a charge may be made. The Academic Unit and St. Gemma's Hospice are NO SMOKING AREAS.

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. This contract shall be governed by the laws of England. All reference in days means calendar days .

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