

# THE ARLINGTON

## Conference

### Terms and Conditions

The schedule of the conference attached, forms the agreement between yourself and The Arlington. All confirmed bookings made by clients in respect to the function room are accepted by The Arlington upon the following terms and conditions.

#### GENERAL POINTS

The booking will be held provisionally for 7 days from the date of an enquiry and all arrangements will be released following this period if The Arlington is not in receipt of this signed agreement and terms & conditions.

In the event of cancellation or non-arrival of the confirmed booking by the client, the client will be liable to pay The Arlington a cancellation fee to compensate for loss of business. The cancellation charges listed below will apply.

#### CHARGES FOR EVENTS

Where a cancellation of event or reduction in numbers for a conference or pre-booked facilities is made, the following charges will apply:

Cancellations received 12 weeks prior to arrival	No Charge
Cancellations received 12-8 weeks prior to arrival	25% of Contract Price
Cancellations received 8-4 weeks prior to arrival	50% of Contract Price
Cancellations received 4-2 weeks prior to arrival	75% of Contract Price
Cancellations received less than 2 weeks prior to arrival	Full Contract Price

If the room is not vacated by the time indicated in the attached agreement The Arlington reserves the right to levy an additional usage charge.

#### CANCELLATION NOTIFICATION

All cancellations must be made in writing to [info@thearlingtonballroom.co.uk](mailto:info@thearlingtonballroom.co.uk)

The Arlington reserves the right to cancel any booking forthwith, without liability on its part in the event of damage or destruction of The Arlington by fire, lightning, explosion, riot and civil commotion, malicious damage, storm, flood, burst pipes, earthquake or impact, industrial action by The Arlington's employees or by the staff of a major supplier, postal bookings which do not reach The Arlington, breakdown of plant, or any failure to supply The Arlington with gas, electricity and water services etc. or any other cause beyond the control of The Arlington. In these circumstances, The Arlington will try to give you as much notice as possible and will work with you to try and relocate the event to a substitute venue.

As The Arlington is in permanent use, we ask you to understand that it may be necessary to schedule works of a maintenance or re-development nature during the time of your Conference. While every reasonable effort will be made to ensure that these do not cause you any disruption, neither The Arlington nor its staff can be held liable for these circumstances.

The client shall notify The Arlington in writing no less than 7 days prior to the conference of the final number attending. All confirmed bookings are accepted by The Arlington on the basis that a minimum number will attend the conference for which the booking is made. The amount payable shall be calculated on such minimum numbers or the actual numbers actually attending, whichever is the greater.

Any deposits/payments are non-refundable/non-transferrable.

#### SERVICES, PRICING AND PAYMENT TERMS

Rates are as agreed by the client and as stated overleaf. The client agrees that they will not be amended, changed or divulged to any third party unless specifically authorised by both the client and The Arlington. All quotations are guaranteed for 30 days from the date of this agreement.

All rates include VAT @ 20%. In the event of a variation in the rate of VAT, the new VAT rate will be applied.

No wines or spirits may be brought into The Arlington by the clients or guests for consumption on the premises, unless prior consent of The Arlington has been obtained. A charge will be levied for this.

The Arlington reserves the right to require payment of a deposit and/or full payment at any time prior to the holding of the conference, the amount of which is determined as follows:

A non-refundable deposit of 25% of the contracted price, payable on confirmation of the booking.

Full Payment of the expected balance is due 14 days prior to the day of the function. Balance of extras due on departure.

## **ACCOUNTS AND SETTLEMENT CONDITIONS**

Our settlement terms are 14 days after the date of invoice. Interest will be charged at 2% of the balance on all overdue payments.

Any payments made by credit cards will attract an administration fee of 2.5% of the credit amount. If payment is made by BACS, debit card, cheque or cash no extra charge applies.

## **LOSS AND DAMAGE**

A Function Suite Proprietor may in certain circumstances be liable to make good any loss of or damage to a guest's property even though it was not due to any fault of the proprietor or staff of the Function Suite.

This liability however—

- (a) is limited to £50 for any one article and a total of £100 in the case of any one guest, except in the case of property which has been deposited, or offered for deposit, for safe custody;
- (b) does not cover motor-cars or other vehicles of any kind or any property left in them, or horses or other live animals.

The client shall be liable for any loss or damage caused to any part of The Arlington's premises or to any fixtures and equipment in the situation where this may arise as a result of the conference. The client shall pay The Arlington the amount required to make good or remedy such repair.

The client shall not deliver or arrange delivery of any goods or materials to The Arlington unless prior arrangements have been confirmed in writing. The Arlington cannot accept responsibility for the property of clients or guests of The Arlington. The Arlington cannot allow food or drink other than that purchased on the premises to be consumed within The Arlington.

## **SUPERVISION**

Due to licensing, health and safety regulations, The Arlington must state they cannot accept any responsibility for the supervision of children/vulnerable people around The Arlington and its premises. Children/vulnerable people must be supervised at all times.

## **FINAL TERMS AND CONDITIONS**

Any agreement which deviates from or is in addition to these terms and conditions must be in writing.

Individual terms and conditions may be discussed between the client and The Arlington, these will be at the discretion of The Arlington and will be confirmed in writing. The same procedure must be applied to any circumstances not covered by the contract.