

The Bar Convent - Meetings & Events

Sample Terms and Conditions

1. BOOKING

In response to your enquiry you will be contacted by our Meetings and Events Co-ordinator to confirm your requirements and provide you with a quotation. At this point the room hire, number of delegates and catering requirements are agreed and entered onto Booking Form which you will then be asked to sign to confirm your booking. **Only at this point will you be deemed to have entered into a formal contract and cancellation terms will then apply.**

2. CANCELLATION TERMS

In the unfortunate circumstances that you have to cancel or postpone your booking, we will make every reasonable effort to re-sell the facilities on your behalf. We reserve the right to charge the following cancellation charges where the booking cannot be resold.

Cancellation within 7 days of the Meeting or Event date

– 100% of the room hire and catering charges.

Cancellation within 8-14 days of the Meeting or Event date

– 50% of the room hire charge.

Cancellation within 15-31 days of the Meeting or Event date

– 25% of the room hire charge.

Cancellation over 31 days before the meeting or Event date

– no charge

3. DEPOSITS

The Bar Convent reserves the right to charge a non-refundable and non-transferable deposit of £50 (inclusive of VAT), against the cost of your event, which is payable upon confirmation.

4. CONFIRMATION BY CLIENT

All equipment, catering requirements, meal and refreshment times, special meal requests etc must be confirmed by the client not less than 10 days prior to the date of the Meeting or Event, (unless the booking is made within the 10 days).

5. CHANGES TO THE BOOKING

There will be no charge for a reduction in numbers attending, provided that the reduction is less than 5% and the Bar Convent is notified at least 7 days prior to the booking.

If a reduction of numbers is made within 48 hours of the Meeting or Event date then the client will be charged for the previously confirmed number.

Please note that if delegate numbers drop below the minimum delegate numbers for the room/s you have booked then we reserve the right to relocate the meeting to a room more suitable for your booking.

The Bar Convent reserves the right to change the allocated room, either with or without the knowledge of the Client.

Should this be necessary we will ensure that your requirements in relation to room size and capacity are still met and make every endeavour to contact you and advise you of the change prior to your Meeting or Event date.

6. IN HOUSE EQUIPMENT

Although the staff of the Bar Convent will do their best to assist with technical set up, we cannot accept responsibility for any technical issues unrelated to our audio visual and presentation equipment on the day and recommend early attendance of the presenter or leader. We strongly suggest that if you wish to use the in house digital projector that you should ensure that your equipment is correctly set up to accept an external monitor.

7. PAYMENTS

Our final invoice is subject to VAT at 17.5% (excepting the room hire charge) and is payable within 30 days of the event taking place. Payments made outside this period will be subject to a 6% surcharge.

We accept payments by cash, credit and debit cards, cheques and BACs transfer.

8. CHARITABLE DISCOUNTS

Registered charities, voluntary organisations, religious groups and educational establishments receive a 10% reduction off the room hire charge only. (This does not include Universities or Training Companies unless they can provide a charity number)

9. ON THE DAY

On arrival it is essential that a representative of the Client signs in with either the Meeting and Events Co-ordinator or a member of the Bar Convent staff. They will be briefed in regard to fire procedures, health and safety and other housekeeping matters. The named person is then responsible in the event of a fire to ensure that they can account for all attendees at the meeting or event.

If any attendees request additional services during the day of the meeting or event e.g. Wi-Fi, faxing, photocopying or catering it will be placed on the final account to be invoiced.

10. GENERAL

No wines, spirits, food or outside catering can be consumed or brought onto the premises

The Bar Convent will not be liable for any failure in providing facilities, food, beverages or services as a result of events outside its control.

The Bar Convent accepts no liability for the loss or damage to the Clients' or their delegates' personal possessions.