

# Meetings and Events

## Terms and Conditions

### **Booking**

Upon enquiring about hiring a room with us, our Meetings and Events Manager will 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 into a 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.

### **Food & Drink**

Please note that we do not allow outside food or catering to be consumed on the premises. This includes wine and spirits, as well as packed lunches. Delegates are very welcome to purchase food and drink from our Café to eat and drink on the day.

For information about food intolerance and allergens, please speak to our staff about the ingredients in your meal before making an order. We will be very happy to advise you.

### **Cancellation Terms**

In the unfortunate circumstances that you have to cancel or postpone your booking, we will make every reasonable effort to resell 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 event date: 100% of room hire and catering charges*

*Cancellation within 8-14 days of the event date: 50% of room hire charge*

*Cancellation within 15-31 days of the event date: 25% of room hire charge*

*Cancellation over 31 days before the event date: no charge*

### **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.

### **Confirmation by Client**

All equipment, catering requirements, meal and refreshment times, special meal requests (etc.) must be confirmed by the client no less than ten days prior to the date of the event (unless the booking is made within ten days of the date of the event).

### **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 seven days prior to the booking.

If a reduction 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.

### **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.

For your information, our projector systems connect via HDMI and VGA.

If you wish to use our in-house digital projectors, you should ensure that your equipment is correctly set up to accept an external display via HDMI or VGA. While we have a limited range of adapters available for you to use, we cannot accept responsibility for incompatible equipment.

We strongly recommend early attendance of the presenter or leader to ensure that your laptop (or any other presentation equipment) will work.

A laptop with Microsoft Office is available to hire from The Bar Convent.

### **Payments**

Our final invoice is subject to VAT at the current rate (excepting 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.

### **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.)

### **On the Day**

On arrival it is essential that a representative of the client signs in with either the Meeting and Events Manager or another member of The Bar Convent team. 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., photocopying or catering) it will be placed on the final account to be invoiced.

### **General**

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.

**For any and all enquiries, please contact our Meetings and Events Team  
on 01904 464 907 or by e-mailing [meetings@bar-convent.org.uk](mailto:meetings@bar-convent.org.uk).**

*Details subject to change. All information correct as of March 2017.*