

# Stanborough Centre

609, St Albans Road, Garston, WATFORD, Herts, WD25 9JL – Tel: 01923 670540

## TERMS AND CONDITIONS

1. **DEFINITION**

"The Client" refers to the person or organisation making the booking and "The Centre" refers to Stanborough Centre.

2. **CONTRACT**

When a booking is confirmed in writing, a contract is deemed to exist.

3. **CONFIRMATION**

A provisional booking will be held for 14 days or until another party shows interest in the date/s booked. The Client will then be contacted to advise confirmation or cancellation of booking. A provisional booking puts neither party under any obligation to confirm the function/event

4. **CHARGES & PAYMENTS**

- (a) Private bookings. A deposit of 50% of the anticipated charge (which is non-refundable) must be paid on confirmation. The balance of the total anticipated charges must be paid prior to the event. Any outstanding balances will be payable prior to departure.
- (b) Where a client requires charges to be invoiced for payment, the client must request an account at least 10 working days before the event. Agreement of account facilities will be at the Centre's discretion and will be applicable to each individual event. Payment is due for credit accounts 14 days following the date of invoice, after which an interest charge of 2% per month or part month will apply.
- (c) The Centre reserves the right to request a deposit at the time of confirmation, and full or partial pre-payment even if account facilities are offered.
- (d) Prices quoted are subject to variation up to 3 months prior to the function/event, after which they may vary due to Chancellor's budget, value added tax, excise duty, currency variation, or other reasons outside the management's control.

5. **AMENDMENTS BY THE CLIENT**

- (a) Reductions in the duration or contracted value of the booking shall be subject to the Centre's cancellation policy.
- (b) No charges will be made for any reduction in the numbers of less than 5% from those stated in the contract, providing they are received in writing at least 14 working days prior to arrival.
- (c) The Client will adhere to the timetable agreed with the Centre and completely vacate the premises by the agreed time. Banquets, where the meal commences over 30 minutes after the agreed time, will be liable for additional charges for staffing cost at the discretion of the Centre.
- (d) Should a reduction in numbers of 5% or more be made at any time prior to the event, the Centre will first endeavour to re-sell any facilities and services released to a similar value. In the event that the released facilities and services cannot be resold, then any reduction of 5% or more shall be subject to the Centre's Cancellation Policy.

6. **CANCELLATION BY THE CLIENT**

- (a) Any cancellation or postponement must be confirmed in writing. If we cannot re-sell the space or secure the same rates, the cancellation fee will be based on the stated schedule below:

The terms are:

91 or more days notice	- 10% of contracted gross revenue
31 to 90 days notice	- 50% of contracted gross revenue
Less than 30 days notice	- 90% of contracted gross revenue
Within 3 working days of arrival	-100% of contracted gross revenue

- (b) A schedule of maximum anticipated gross revenue chargeable at cancellation will be issued at the time of cancellation. An invoice of cancellation charges will be raised after the event date, adjusted for any revenue recovered through re-selling.

Rooms available for meetings  
Conferences, seminars

## **TERMS AND CONDITIONS**

7. **FOOD AND BEVERAGES**

The consumption of alcoholic drinks is not permitted in the Centre. No meat or fish products are to be prepared in the Centre.

8. **AMENDMENTS OR CANCELLATIONS BY THE CENTRE**

- (a) Should the Centre for any reason beyond its control, need to make any amendments to your booking, we reserve the right to offer an alternative choice of facilities.
- (b) Should the Client make significant changes to the programme or the expected number of guests, this may result in amendments in the applicable rates and/or facilities/function room offered by the Centre.
- (c) The Centre may cancel the booking due to any of the following:
  - If the booking might in the opinion of the Centre, prejudice the reputation of the Centre.
  - If the Client is more than 30 days in arrears of previous payments.
  - If the Centre became aware of any alterations in the Client's financial situation.
- (d) The Centre will not be liable for any failure to provide or delay in providing facilities, services, food and beverages as a result of events or matters outside its control.

9. **HEALTH & SAFETY**

No smoking is permitted in the Centre. The Client agrees to take reasonable precautions to ensure that no damage occurs to any person. He/She is responsible for the actions of his/her guests and contractors for the damage or injury caused. If persons below the age of 18 years attend a booking, a valid Criminal Record Bureau (CRB) Check Certificate is required.

10. **ORDERLY CONDUCT**

The Client will oversee the event in an orderly fashion, ensure that no nuisance is caused, comply with any request of the Centre management and abide by all applicable rules and regulations.

11. **ADDITIONAL GOODS AND SERVICES**

The Client agrees to pay the Centre charges for any extra goods or services provided at the request of himself or any person purporting to have the requests.

12. **EXHIBITIONS AND DISPLAYS**

No stands or displays or signs may be erected on the premises without prior written agreement.

13. **EQUIPMENT**

- (a) The Client must obtain the Centre's written agreement to the use of all materials brought onto the premises by himself or a third party. Equipment must comply with all current regulations. The Client will be liable for any damage or injury which arises out of the use of his/her equipment.
- (b) The Client agrees to pay the Centre charges for all electricity used additional to normal heating and lighting arrangements, computer and fax lines.
- (c) The Centre cannot accept responsibility for the Client's equipment.
- (d) No incendiary nor explosive device may be activated under any circumstances with the Centre or its grounds.

14. **ADVERTISING**

Any publicity for functions at the Centre must be agreed by the management and should be of a standard to reflect the quality of the establishment.

15. **FORCE MAJEURE**

If the Centre is prevented or hindered from carrying out its obligations hereunder by circumstances beyond its reasonable control including, (without prejudice to the generality of the foregoing) government intervention, strikes, labour disputes, accidents, Acts of God, national or local disasters or war, then the Centre's liability to the Client shall be no greater than the amount paid to the Client by the Centre in respect of the function. If for any reasons beyond the Centre's reasonable control the accommodation reserved cannot be made available to the Client, the Centre reserves the right to substitute similar or comparable accommodation for the function and such a substitution shall be accepted by the Clients as satisfactory performance by the Centre of its obligations hereunder to provide the accommodation reserved.

16. **AGREEMENT NON ASSIGNABLE**

The benefits under this contract are personal to the Client and shall not be assignable or transferred by the Client.

17. **AGREEMENT GOVERNED BY ENGLISH LAW**

This contract shall be governed in all respects by English Law.

18. **SERVICE OF NOTICES**

Any notice of invoice hereunder shall be duly served on either party if delivered to their address as last notified in writing to the other party hereunder.

19. **VARIATIONS**

No oral representations nor agreements are recognised by the Centre and the conditions of the contract can be modified only by a supplementary written contract.

20. **HEAD NOTES**

Any head notes shall not form part of these conditions.

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