



Conference- terms and conditions

The Contract

Invoices will be raised immediately following the event and are subject to payment within 14 days. Variations to the booking must be notified in writing.

Final numbers must be given two days prior to the commencement of the event.

Cancellation

All cancellations must be notified in writing.

Cancellation of Conference Room Hire

A charge of £50.00 or credit card details should have been taken to confirm the booking. If cancellation of the conference is made 24 hours before then 75% of the conference is to be taken. If the conference is cancelled on the day of conference then full 100% is to be taken.

Catering

Any special dietary requirements are to be made when booking conference or told to the reception as soon as possible on arrival.

Charges

We reserve the right to alter charges fixed before an event but will not do so without consultation with the Organiser

The price of facilities and services shall be in accordance with the published tariff. Charges are normally revised in July each year.

Value Added Tax

Value Added Tax will be chargeable on all services. Room hire is VAT exempt.



Accounts

The named Organiser/Organisation, as stated on the booking form, will be held responsible for settling the account.

Accounts should be settled upon receipt. Payment should be received within 14 days.

General Regulations

The following general regulations apply and shall be brought to the attention of the delegates by the Organiser.

The Organiser shall ensure that delegates act in a proper and orderly manner and comply with all reasonable requests from staff. The Pickerings reserves the right to terminate any booking during the period of occupation in the event that the Organiser or Organiser's representative fails to ensure the above, with particular reference to noise and disturbance to other guests.

The Organiser should advise delegates of the need to read and understand all Fire Regulations, Health & Safety, Licensing Regulations posted in the areas they visit.

Hazardous or dangerous items may not be brought on to the premises without prior written permission.

Illegal substances may not be brought on to the premises under any circumstances.

The Pickerings reserves the right to charge for any additional services requested during the period of occupation and if timings agreed are not adhered to.

The Pickerings operates a 'No Smoking' policy in most areas and those wishing to smoke may use the designated area in the garden.



First Aid

On request a room will be allocated free of charge for use as a First Aid post. Staff at reception desk can provide advice as to how to summon emergency services.

Loss or Damage to Property

The Organiser shall be held responsible for any loss of, or damage to, Pickerings property caused by delegates. Charges for any loss or damage will be added to the final invoice.

The Pickerings cannot accept responsibility for any loss of, or damage to, the personal property or vehicles of delegates. Delegates are advised to be careful regarding the security of their belongings.

Organiser (print).....

Signature.....

Company.....

Date of Conference.....

Today's Date.....

Pickerings Representative