

TERMS AND CONDITIONS OF HIRE OF THE BOARD ROOM (The Premises)

A. DEFINITIONS

The "Hirer" means the person or corporation who agrees to hire facilities or acquire Services from the Seller.

"Sales 101" means Perry Burns trading as Sales 101.

"Conditions" means these Terms and Conditions of Sale together with any special conditions agreed in writing by the Hirer.

B. EVENT BOOKING DETAILS

All bookings will be regarded as provisional until the hirer's email (or written confirmation) of the required services and a deposit has been received and only if accepted by Sales 101 will it be confirmed. Sales 101 is not under any obligation to provisionally book facilities until confirmation has been received.

Guaranteed final minimum catering numbers are required 72 hours prior to start of any event and will be charged as a minimum to the hirer's account. The hirer may not bring any food, drinks or spirits onto the premises for use during the event and may not smoke on, or outside, The Premises. With a reduction in numbers a charge will apply as outlined below.

C. CANCELLATION / TRANSFER POLICY

This clause applies to the following: (a) where the hirer cancels the entire event, (b) cancels partial use of The Premises for the event (e.g. meals); (c) reduces the duration of the event as a result of which the contracted value is reduced or (d) reduces the contracted number of delegates.

In the event of a meeting being cancelled, the following cancellation charges will apply and extend to the total charge, which includes any required meeting room hire, equipment or pre-booked charges.

Cancellation clause	Percentage
12 to 6 months prior to the event	20%
6 to 2 months prior to the event	35%
2 to 1 month prior to the event	50%
29- 15 days prior to the event	75%
14 days prior to the event	100%

1. All cancellations must be received in writing from the hirer
2. Sales101 reserves the right to cancel the hirer's booking if there has been a significant change in the hirer's original booking (e.g. number of days). Written notification will be sent to the hirer.
3. Any postponements of confirmed bookings will be considered as a cancellation in accordance with the Cancellation Clause.
4. Deposits received by Sales 101 are non-refundable to the Hirer.

D. DEPOSITS AND PAYMENT

1. If credit terms have been granted, on conclusion of the event, the outstanding balance is payable in full.
2. A late payment charge of £10 per day or part of a day will be levied for any payment not received within 24 hours at the end of any event to a maximum of 100% of the original value of the booking.
3. We reserve the right to re-check the hirer's credit status at any time before the event date and reserve the right to increase the amount of the deposit required, if there is a change in our assessment of the hirer's financial situation. We reserve the right to cancel the booking if the hirer is in arrears of the deposit requirements or if we reasonably consider that there has been a significant change in the hirer's financial situation.
4. The hirer will be eligible for the cost of repairs carried out as a result of any damage caused to any part of our premises or equipment thereon, by the negligence, willful act or default of any persons invited by the hirer or on the Hirer's behalf.
5. All prices quoted are, unless otherwise stated, exclusive of VAT and are subject to alteration without prior notice.

E. ROOM HIRE

1. It is agreed that the hire will commence at the scheduled time and that The Premises will be vacated at the nominated time. In cases where a function should go beyond the agreed finishing time and if the following Hirer is inconvenienced, Sales101 reserves the right to charge whatever costs are reasonably incurred by them plus a reasonable administration charge to ensure the smooth operation of the following function
2. Functions exceeding Sales101's normal business hours of 9.00am – 5.30pm will incur after hours staff charges at our then current rates.
3. In the event that a designated room cannot be made available, Sales 101 reserves the right to substitute comparable facilities and where possible will give the Hirer prior notification of the substitution.

F. FOOD AND BEVERAGE

1. An accurate estimation of numbers attending the event must be provided upon confirmation of the reservation, with the actual number of all participants expected, and advised to Sales 101 seven (7) working days prior to the date of the reservation. Final numbers must be confirmed NO LATER than 10.00am, two (2) working days prior to the date of function – this number will then form the basis of the minimum catering charge.
2. Cancellation of Food or Beverage must be received in writing at least 48 hours prior to commencement of the function. If notice of cancellation is received by Sales 101 less than 48 hours prior to the function, the hirer shall pay the full cost of food and beverage.
3. No Food or Beverage of any kind is permitted to be brought into or removed from Sales 101 by the Hirer or any of the Hirer's guests or invitees without prior approval from an authorised Sales 101 Manager.

G. CONFIRMATION

Confirmation of a booking must be made by way of a non-refundable deposit by the requested date. Deposit will be 50% of total bill or equivalent room hire charges, whichever is greater. If deposit is not received, Sales 101 reserves the right to cancel the booking and allocate the venue to another Hirer.

H. DAMAGE

1. The Hirer shall make good at its cost any damage that is done to the Premises by the Hirer or any person for whom the Hirer is responsible.
2. The Hirer shall not cause a nuisance to Sales 101 or other users of The Premises or any neighbours.
3. The Hirer will be responsible for the removal of all property or equipment after the conclusion of the function and any goods left in the Conference Centre after the function without prior arrangement will be deemed abandoned.
4. Sales 101 will not accept any responsibility for any damage to or loss of property or merchandise left in the building prior to, during or after any function. It is recommended that the Hirer arrange their own personal liability insurance and security, as required.
5. Sales 101 accepts no liability for cars parked in its designated parking area.
6. Cars parked in any car park other than those designated by Sales 101, may be towed away and retrieved at the owner's expense.