

EVENT BOOKING TERMS AND CONDITIONS

“FSC” – Future Skills Centre as the venue provider

“Client” – the booking client, agreeing to terms through signature of the contract

1. Booking conditions and payments

1.1 The FSC (Future Skills Centre) reserves the right to release the event date if the FSC has not received a signed copy of the booking contract from the client within the agreed timescale of it being sent to the client. As standard clients will be asked to return their contract within 10 working days of receipt

1.2 Non-refundable deposits are required to confirm your event with the FSC. Your deposit must be paid in advance of your event date, as outlined below:

1.2.1 50% of room hire or £10pp (based upon number of delegates on booking contract), whichever is the greater value

Your event is not confirmed until the FSC have received both a signed contract, and deposit payment ahead of your event date

*For bookings of a greater value than £1,000 a further stage invoice at 4 weeks prior to your event will be due to equate to 80% of the total value of the booking

1.3 All events will be invoiced by the FSC post event, including any additional post event charges that may apply. Invoices must be paid within 28 days of receipt of invoice

1.4 VAT is chargeable on all catering charges and any third-party suppliers that may have been procured by the FSC on behalf of the client. VAT is not applicable on venue hire at the FSC which will be denoted on your final invoice. VAT will be charged at the current government rate

1.5 All deposits are non-refundable irrespective of cancellation terms set out in **clause 7**

1.6 For last minute bookings made within less than 10 days of event date, the FSC may agree to other arrangements at its discretion

2. Additional Costs

The FSC reserves the right to charge (in addition to pre-agreed fees) a fee for the following:

- 2.1 The cleaning and, where necessary, the repair of the premises
- 2.2 The provision of additional FSC staff and/or services prior to and/or during the event, for example equipment and technical assistance, catering or third-party supplies
- 2.3 Any additional services such as printing, stationary or supplies as required or requested prior to and/or during the event
- 2.4 The FSC reserves the right to charge the Client in full for any damage or destruction of property belonging to the FSC and for any unusual cleaning bills caused by or resulting from the activities of the Client or those of attendees at the Event
- 2.5 The FSC reserves the right to charge the client up to £50 per hour surcharge for any events that exceed the pre-agreed and/or contracted times for room hire

3. Health and safety

3.1 The Client agrees and accepts responsibility for abiding with Exeter College's and/or FSC's Health and Safety policy and confirms that it will make all meeting attendees aware of the Exeter College's and/or FSC's Health and Safety policy before an event starts

4. Insurance

- 4.1 The client shall be responsible for arranging their own insurance to cover any potential loss due to theft, damage, cancellation or postponement of the event (howsoever caused)
- 4.2 Where the client is hiring electrical, computer, audio-visual or other equipment from the FSC, the client will remain responsible for this equipment throughout the period of their use and/or occupation of the FSC facilities and beyond this unless a handover of the equipment is initiated by the client, and between the client and a responsible member of the FSC staff, prior to the client's departure from the premises
- 4.3 It is jointly agreed that the FSC has the right to remove and dispose of any goods or articles remaining on the premises upon the expiry of the period of the clients use and/or occupation of FSC facilities without any liability whatsoever. Any lost property left on the premises will be stored for a maximum of 14 days post event

5. Public Liability

5.1 The client will, during the period of hire of the FSC's premises as detailed in any Room Booking Agreement document, indemnify the FSC and make no claim upon the FSC for any bodily injury, property damage and nuisance caused by an occurrence upon or about the

FSC's premises in respect of the said hire unless such claim, loss or damage is caused by the negligence of the FSC, it's employees, agents or sub-contractors

5.2 The FSC strongly recommends that the hirer has Public Liability Insurance which should cover for a minimum of £10m (Ten million pounds sterling)

6. Client's/FSC warranties, undertakings and obligations

6.1 It is agreed that no food or beverages may be brought onto the premises by the client, its visitors or staff, without prior approval from the FSC staff

6.2 It is agreed that no food or beverages provided by external catering providers shall be supplied to the client, its visitors or staff, or other persons, for consumption upon the FSC premises

6.3 The client may only use the name and picture of the FSC in any associated literature indicating where the event is or where it was. The FSC's name and logo must not be used in any manner which suggests that the event is an official FSC event, or which implies the FSC's support or approval for the hirer without prior approval

6.4 All external suppliers will need to be approved by the FSC if being hired by the client to support with an event at the FSC. The FSC will require all necessary documentation from the supplier, subject to provision they are supplying

6.5 Any external suppliers arranged by the FSC to support the clients event(s) will be subject to the charges by the external supplier, and the client agrees to adhere to the external suppliers terms and conditions and payment guidelines as outlined

7. Cancellation, amendments and termination of contracts

7.1 The FSC reserves the right to change the allocated meeting room with prior written notice to the client, where possible. In such cases an alternative meeting room shall be of a size and quality appropriate to the number of guests attending and the type of use required by the client. Where advance notice is not possible, the client will be informed at the earliest possible opportunity by the FSC Event Co-ordinator

7.2 The FSC reserves the right to cancel any booking without notice, where no signed contract is received within the notified timescales or where deposit payments are not made within the notified timescales outlined in the pre-contract information. All bookings remain provisional until both a signed contract AND a deposit is paid in advance of the event

7.3 The FSC reserves the right to cancel any contract should unforeseen circumstances prevent the use of the premises. Any deposit paid will be refunded in full, or where possible transferred to an alternative date for a future event hosted by the client

7.4 The client agrees to confirm, in writing, final required numbers of delegates at least **ten working days** prior to the event. For events taking place with less than ten working days' notice the client agrees that numbers provided are final and will be charged at those agreed numbers. The client will be charged for any decrease in numbers from final notified numbers

7.5 Where there are any changes to the arrangements and figures agreed in writing between the FSC and the client, the FSC will make every reasonable effort to fulfil the requirements, but no guarantee can be given. The client must receive written confirmation from the FSC accepting these changes. A supplementary invoice will be raised to cover any changes

7.6 All cancellations must be in writing and acknowledged by the FSC in writing. The following charges will be paid by the client within the agreed timescales as outlined in clause 1.

7.7 For cancellations made in writing and received:

- Cancellation more than 12 months prior to the event: the amount of any third-party charges reasonably incurred by the FSC for the event on behalf of the client
- Cancellation between 6 months and 12 months prior to the event: the amount of the deposit plus any third-party charges reasonably incurred by the FSC for the event on behalf of the client
- Cancellation between 2 months and 6 months prior to the event: 25% of the total expected charges plus any third-party charges reasonably incurred by the FSC for the event on behalf of the client
- Cancellation between 14 days and 2 months prior to the event: 50% of the total expected charges plus any third-party charges reasonably incurred by the FSC for the event on behalf of the client
- Cancellation less than 14 days prior to the event: 100% of the total expected charges plus any third-party charges reasonably incurred by the FSC for the event on behalf of the client

7.8 All cancellation charges are exclusive of VAT

7.8 Third party charges are inclusive of any hotel reservations at the Hampton by Hilton where the client has confirmed a booking as a residential package

8.0 COVID-19 Clause

8.1 The FSC may, in its absolute discretion, end any contract at any time by writing to you. The FSC shall not be obliged to provide reasons for any such cancellation and will provide refunds for any payments made to the FSC unless costs have been incurred. The FSC shall have no other liability or obligation whatsoever to you arising from any such cancellation

8.2 Both parties acknowledge the ongoing COVID-19 crisis in the UK and accept their obligation to comply with any official guidance from UK Government. The parties agree to communicate without delay any issues they may have in performing their obligations under this agreement.

8.3 The client acknowledges that due to COVID-19 the FSC may be required to take one or more of the following measures for the safety of the venue staff and the safety of delegates attending the event to which this booking relates:

- a) impose maximum delegate numbers at the event;
- b) limit food or drink availability;
- c) impose specific requirements regarding personal protective equipment such as the wearing of masks;
- d) limit any planned entertainment for your event;
- e) designate alternative entrance and exit routes

8.4 In some circumstances the FSC might consider revising your booking fee. If the FSC is obliged due to specific Government restrictions, to close the venue, the FSC may offer the client an alternative date for the event but if that cannot be agreed the booking will be deemed cancelled and the deposit will be returned in full with no further payment required

8.5 The FSC monitors government guidelines continuously through this period and will update the client regularly

By signing the booking contract, the client adheres to the above Terms and Conditions. The FSC reserves the right to amend the Terms and Conditions at any given time