



TERMS & CONDITIONS

Thank you for choosing Chester Boyd for your event.

These Terms & Conditions form a contract between Chester Boyd and the Client/Hirer stated below.

They have been designed to clarify the arrangements between the parties. If you have any questions please contact the person handling your booking and they will be happy to help.

EVENT PARTICULARS

Event Name:	
Event Date:	
Event Ref No:	
Venue:	

BOOKING CONFIRMATION All bookings will be held on a provisional basis until Chester Boyd receives a signed copy of the agreement accepting the stated terms and conditions by the date stated below together with the required deposit
 When a provisional booking is held and another client wishes to place a confirmed booking, the Client of the provisional booking will be required on request to confirm within 24 hours if they wish to confirm the booking.

DEPOSITS

UK Clients All clients are subject to a credit check and upon receipt of reference an account facility will be offered or a full deposit requested
International Existing Accounts A 100% deposit is required for accounts outside the UK
 Existing account holders will be required to pay a deposit equivalent to 100% room hire plus 50% anticipated catering spend to confirm a booking, subject to any other overriding existing account conditions.
 Any additional charges over and above the estimated catering spend/total account will be invoiced after the event and are subject to payment within 15 days.
Chester Boyd reserves the right to request a full deposit or vary the terms at its discretion

CANCELLATION

In the unfortunate circumstances that a contract is terminated or cancelled by the client for any reason the following terms would apply. The client should notify Chester Boyd in writing at any date prior to the date of the function.
 Cancellation up to 90 days prior to function date - 100% refund of deposit
 Between 89 days and 60 days prior to function date - 75% refund of deposit
 Between 59-30 days prior to function date - 50% refund of deposit
 Less than 30 days prior to function date - deposit retained in full. In the event that this does not cover our committed costs then a subsequent invoice will be issued and will become due under our normal payment terms
 Less than 96 hours prior to function - event will be charged in full.

CHARGES

There is a minimum catering charge of £24.00 per head plus VAT for lunch, afternoon and evening events and £12.30 per head plus VAT for breakfast events
 Please note it is expected that a minimum of 80% of attendees on the day will require catering and therefore Chester Boyd reserves the right to levy the minimum catering charge should requirements fall below this level. A staff charge of £50.00 exclusive of VAT will apply to all events where ten or less guests are in attendance.
 Package prices quoted for events are subject to a fixed room hire charge based on the number of attendees and are therefore subject to alteration if numbers change
 All charges are quoted exclusive of VAT except where specified
Numbers The Client is to provide regular updates of any changes in the predicted number of attendees. Final catering numbers must be confirmed 48 hours prior to the event (Thursday before noon if the function is on Monday). You will be charged for the highest number of confirmed or attendees on the day
No Catering Required In the event that no catering is required minimum spend applies as detailed above
Timing The attached event sheet states the time of your booking. If timings run beyond those stated, additional costs may be incurred. Any overrun must be by prior arrangement
 Any event ending after 11pm will incur extra charges; full details are available on request
 Catering prices contained in detailed quotations are guaranteed 90 days prior to the event but bar and wine prices may be adjusted for changes in taxation

Corkage Guideline prices only will be given on functions taking place more than 90 days ahead
No wines, spirits beers or food may be brought into the venue without the express written consent of Chester Boyd in which case a charge will be made

LIBIABILITES

The Client undertakes to ensure orderly conduct by members of their party. The Client will indemnify Chester Boyd against all costs and expenses arising out of or consequent upon a breach of this condition

The Client will notify on confirmation of booking, events and/or attendees of a high-risk nature that may require additional security

Chester Boyd accepts no liability for any loss, damage or expense to any person or thing however caused other than for death or personal injury caused by negligence

Any goods and items remaining on the premises are left at their owners risk

EXTERNAL CONTRACTORS

Should the Client wish to employ the services of an external contractor other than those supplied by Chester Boyd at the function, the Client must undertake to indemnify Chester Boyd against claims made against it resulting from an act or default by any of the Clients' servants or caused by any equipment supplied by the client or its servants. The term 'external contractor' includes but is not limited to Production Companies, Audio Visual Companies, Television, Video or Film Crews, Musicians, Toast-masters. Florists, Photographers and Designers

PAYMENT

Chester Boyd reserves the right to refuse access without prejudice to any contractor

Payment of the account is due on completion of the event or function and may be made by cash, cheque or transfer direct to our Bank (details on final invoice) within 15 days of receipt of the invoice. Due to the high collection costs payments made by credit card are subject to an additional charge of 3%

Any query concerning the agreement or the charges made shall not affect the Client's obligation to pay on time.

LAW

This contract should be governed by English law and subject to the jurisdiction of the English courts.
Please note that amendments cannot be made to these Terms and Conditions unless agreed by both parties and confirmed by Chester Boyd in writing

CLIENT/HIRER SIGNATURE We hereby agree to be bound by the terms set out above:

Signed by authorised
representative

Signature _____

Print Name _____

Position _____

on behalf of

Company Name _____

Address _____

Tel No _____

Date _____

The agreement shall be construed in accordance with and be governed by English law

TERMS & CONDITIONS MUST BE SIGNED AND RETURNED BY:

Failure to return the signed terms & conditions by the above date may effect your booking

PLEASE FAX TO 020 7251 7170

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