

CLIENT REFERENCE:

MBR

Event Confirmation Form

Event

TITLE:

ORGANISATION:

Organiser

ORGANISER:

POSITION:

TELEPHONE:

MOBILE:

FAX:

EMAIL:

Address

ADDRESS:

POSTCODE:

Dates

ARRIVAL:

DEPARTURE:

Delegates

RESIDENT:

NON RESIDENT:

Deposit

Please note that a deposit is required for vacation bookings

£

Confirmation

I wish to confirm the above booking, having read and accepted the Conference Booking Conditions.

SIGNED:

DATE:

NAME:

Chester College Conferences Limited, University College Chester, Parkgate Road, CHESTER CH1 4BJ.
Telephone 01244 392 710 • Fax 01244 392 812 • Email conferences@chester.ac.uk • www.chester.ac.uk/conferences

Chester College Conferences Limited, Cheyney Road, Chester. Registered in England and Wales number 2538188 • vat registration number 681-9986-64

Conference Booking Conditions

Chester College Conferences Limited and University College Chester incorporate the Gladstone Conference and Short Course Centre

1. Finance

- Deposits For all vacation bookings, a deposit of 20% of the initial quotation is required on confirmation of booking.
For wedding receptions, banquets and functions, a deposit of £250 is required on confirmation of booking.
- Charges Organisers, when booking facilities, are requested to submit an accurate account of numbers attending and facilities required.
In the event of a booking being cancelled or reduced in size by the organiser; Chester College Conferences Limited reserves the right to make the following charges:
- More than twelve months before the date of the event, there will be no charge.
 - Less than twelve months and more than six months before the date of the event, 20% of the total estimated lost revenue, or 20% of the reduction in revenue.
 - Less than six months and more than three months before the date of the event, 30% of the total estimated lost revenue, or 30% of the reduction in revenue.
 - Less than three months and more than two weeks before the date of the event, 50% of the total estimated lost revenue, or 50% of reduction in revenue.
 - Within 14 days before the event, 75% of the total estimated lost revenue, or 75% of reduction in revenue.
- Any cancellations must be made in writing. Verbal cancellations will not be accepted.
 - We require final numbers at least 72 hours before the event and this will be the minimum number you will be invoice for.
 - The account will be prepared to cover all items of expenditure incurred by the conference. In the absence of instruction to the contrary, the final invoice will be presented to the conference organisers, who will be held responsible for settlement of the account. Chester College Conferences Limited does not deal with bills for individuals.
 - If courses and conferences are deemed to be exempt from VAT and are subsequently challenged by Customs & Excise and found to be in error, then Chester College Conferences Limited reserves the right to pass on to the client any additional VAT charge which may become due.
 - Full payment less any deposit is required 30 days from receipt of the invoice.
 - Any half-day rates assume the meeting will include either a morning session including Coffee and Lunch or an afternoon session including Lunch and Tea. Meetings that cross two sessions are assumed to be full day events. An afternoon and evening meeting including Tea and Evening Dinner may be considered a half-day meeting subject to any special requirements.
 - Significant alterations on the day may incur an additional cost and cannot be guaranteed.
 - Chester College Conferences Limited reserves the right to alter any or all of the charges quoted, but will not do so in the three months preceding the conference, course or booking concerned.

2. Liability

- Chester College Conferences Limited does not accept liability for having to cancel a conference for reasons, which are beyond its control e.g. disasters or strikes.
- Chester College Conferences Limited does not accept responsibility for the loss or damage to any property brought onto our premises e.g. personal possessions, documents, motor vehicles et. This includes loss or damage caused by University College Chester servants or agents.

3. Reparation

- Chester College Conferences Limited reserves the right to charge, in full, for damage to property caused by conference delegates or persons properly accompanying them. Any such charges will be added to the main conference account.

4. Insurance

- Conference organisers are reminded that the Insurance Policy of University College Chester only covers Public Liability claims where University College Chester is held to be liable.
- In the eventuality of an accident, where the liability rests on the conference organisers, the organisers are strongly urged to arrange and maintain insurance against their obligation under conditions 2 and 3, for a minimum of £1m per occurrence. Chester College Conferences Limited reserves the right to request a particular organisation to be so insured and to produce evidence of such insurance before the conference members take up residence.

5. Fire Regulations & Safety

- The maximum number of people allowed in individual lecture theatres, halls, teaching rooms etc. is decided by University College Chester in consultation with the Fire and Safety Officer and must not be exceeded. Exits are to be kept clear at all times.
- Organisers must draw to the attention of conference members the need to become acquainted with the fire emergency procedures. Details are shown on University College Chester notice boards and are displayed in study bedrooms. In particular, organisers must make arrangements for ensuring that their delegates are evacuated in the event of fire.
- Plans and layouts of exhibitions should be forwarded to the Conference office at least 1 month prior to opening, for approval by the Fire and Safety Officer.
- A test certificate of electrical safety issued within 3 months of the conference date must be provided if requested for all portable electrical appliances brought to University College Chester.
- Organisers must familiarise themselves with and work within the University College Chester Health & Safety Policy.
- A valid Risk Assessment Policy must be provided for each event and or activity if requested.

6. Catering Notes

- Permission cannot be given for outside catering contractors to use University College Chester premises.
- Organisers are not permitted to supply their own food or drink for consumption on University College Chester premises.
- University College Chester is licensed for the sale of alcohol, but where a function has been arranged for which an extension beyond the normal licensing hours is needed, an application to the Magistrates should be made through the Conference Office at least six weeks in advance.
- Chester College Conferences Limited reserves the right to make alternative arrangements when it would be impractical to provide catering or accommodation, in University College Chester, for small numbers.
- For all meals including Conference Dinners, Banquets and Wedding Receptions, we regret it is not possible to offer a choice of courses on the day.

7. Accidents

- Should any accident occur on the premises of University College Chester, it should be reported without delay to the nearest porter.

8. Freedom of Speech

- The organiser must accept responsibility that the event is conducted in accordance with the principle of freedom of speech within the law and that all reasonable practicable steps will be taken to ensure the safety of any visiting speaker and his or her unimpeded passage to and from the event.

9. General

- Chester College Conferences Limited reserves the right to alter the location of event facilities, and accommodation allocations, but will notify the conference organiser at least 24 hours prior to the event where possible.
- All advertised recreational facilities are subject to availability and Chester College Conferences Limited reserves the right to close or cancel any booked facility, but will notify the conference organiser at least 24 hours prior to the event where possible.
- Organisers must familiarise themselves with and work within the University College Chester Equal Opportunities Policy.