

Terms and Conditions

The following terms and conditions will apply to your event.

Bookings

All bookings must be made to Granta Centre in writing by completion and signing of the Event Confirmation Form.

Until a signed Event Confirmation Form is received by the Granta Centre the event is considered to be provisional and subject to change. The Granta Centre reserves the right to release any provisional booking if it sees fit.

Granta Centre reserves the right to refuse bookings.

Unless otherwise detailed, Granta Centre will invoice after the event. Payment terms are thirty days from submission of invoice. All prices are quoted exclusive of VAT (unless stated otherwise).

Cancellations or amendments

In the unfortunate circumstance that you cancel or reduce your numbers, charges will be made in accordance with this clause. All cancellations and amendments must be confirmed to us in writing. On receipt of this confirmation the notice period becomes effective; any excess space will be released.

Fees for event/room cancellation are calculated as detailed below and are based on the total value of the confirmed booking as per the Event Confirmation Form.

Event/room cancellation fees are subject to the period of notice given before event start date as follows:

- Over 31 days' notice of cancellation - 25%*
- 30 to 8 days' notice of cancellation - 50%*
- 7 days or less notice of cancellation - 100%*

*Percentages per the confirmed Event Confirmation Form.

Amendments to numbers, any changes within 10% (rounded up in your favour) of the confirmed number are allowed prior to 7 days before the event start date. Should your numbers change in excess of 10% from those indicated the Event Confirmation Form (or agreed number if there has been a subsequent change), the Granta Centre reserves the right to change the room/locations of your event and/or charge in accordance with the following:

- Over 31 days' notice of amendment – no charge*
- 30 to 8 days' notice of amendment - 25%*
- 7 days or less notice of amendment - 100%*

*Percentages per the confirmed Event Confirmation Form.

We require your final numbers no later than 7 days prior to the event. This number forms the basis of the minimum for the event invoice, if the actual number is greater this will be the number charged for.

Should your numbers increase above those indicated on the Event Confirmation Form the Granta Centre will endeavour to accommodate the increased number.

The Granta Centre reserve the right to cancel an event at any time if the holding of the function is prevented by circumstances beyond the control of Granta Centre, however, the Granta Centre will make reasonable efforts to hold the event in suitable alternative facilities within the Granta Centre.

Meeting / event rooms and facilities

Delegate numbers will be taken into consideration when allocating your event room however we reserve the right to change allocated rooms with notice to you as and when the Granta Centre requires.

Specific room requests shall be dependent on minimum delegate numbers per room per specified layout.

Facilities and services may change from advertised any time at our discretion. No liability is accepted for any errors or omissions in our brochures.

Damage

You are responsible for all allocated rooms during the period of the booking. Any damage to the rooms or their contents incurred as a result of the acts, omissions or default on the part of you, your guests, employees, subcontractors or representatives or their guests may result in a charge to remedy such damage. The client, their guests, employees or third party subcontractors will be liable for the cost of repairs carried out as a result of any damage caused

to any property or equipment owned by Granta Centre by the negligence, wilful act or default of any such person. Granta Centre accepts no liability for the loss or damage to any equipment or personal belongings brought onto the property by you, your guests, employees or associated third parties.

Liability

So far as is permitted by law Granta Centre limits and excludes liability to you, your guests, employees and third party subcontractors as follows;

Any equipment brought to Granta Centre by you, your guests, employees or third party subcontractors is brought by that person at their own risk and you will indemnify us against all liability arising in connection with the use of the equipment. You and any third party subcontractors employed by you and your guests for the purpose of organising and providing additional external events (such as teambuilding) will be required to comply with all applicable statutory requirements including relevant Health and Safety regulations and to provide liability insurance commensurate with the risks involved, appropriate method statements, risk assessments, licenses and demonstrate additional competency skills required to manage the event, in compliance with relevant Health and Safety Law. Granta Centre will not be responsible for the damage or loss of any merchandise or articles left in any of its premises.

Statutory legislation

Granta Centre is subject to statutory regulations including, without limitation, Alcohol Licensing, Fire Regulations, Health, Safety and Environment. Clients, their employees, their guests and associated third parties must therefore comply with these requirements as may be directed and enforced by Granta Centre.

Late payment

In the event of you failing to pay your invoices on time we shall be entitled to charge interest on a daily basis from the date of the invoice to the date full payment is made. This shall be in accordance with the Late Payment of Commercial Debts Act 1998 at 8% above base rate (Bank of England). In the event of invoices being outstanding for longer than 30 days, we shall be entitled to cancel all your outstanding bookings and all outstanding invoices will become immediately due and payable.

Use of Facilities

Any on-site external or internal teambuilding or other similar activities require the authorisation of the Management at the time of booking and additional insurance liability and Health and Safety documentation may be required. No alcohol, food or beverage may be brought into the venue or grounds by or on behalf of the client or any guests for consumption on the premises unless the prior written consent has been obtained, for which a charge may be made.

Personal Property

A cloakroom is provided for the convenience of guests but any goods deposited are left at the owner's risk and without any liability on the part of Granta Centre.

Granta Centre shall have the right to remove and discard of anything left on the premises after the event has ended. If any article appears to be of value Granta Centre shall store the article for 30 days before disposal and impose a reasonable charge for such storage. Granta Centre accepts no liability for the safe keeping of such stored articles.

Rights of admission

Granta Centre's management and security staff reserve all rights of admission to Granta Centre's premises and may at any time in their absolute discretion, (without explanation and without right of refund): deny entry to any persons and / or eject any persons who, in their opinion are behaving in a disruptive or threatening manner or who are intoxicated or who appear to be participating in the sale or use of illegal drugs or any illegal substance or activity.

Granta Centre reserves the right to enter any part of the premises at any time during the event.

Termination

In the event that you become bankrupt, cease to trade, have a receiver appointed or make any voluntary arrangement with your creditors, we shall be entitled to immediately terminate this contract by giving notice in writing to you or your representative(s).

General

No failure or delay by us in exercising any of our rights under this contract shall be deemed to be a waiver of that right. In the event of circumstances beyond our control resulting in us being unable to provide our services, we shall have no liability in respect of any losses or damages arising directly or indirectly from such circumstances. Should the client contract with Granta Centre through an agent, the agent acts in that capacity for the client and not Granta Centre. The client therefore accepts full responsibility for payment of the account. This contract shall be governed by the laws of England.

All bookings are subject to these terms and conditions which may not be varied without our written agreement.