



Terms and Conditions of Hire - Conference Facility

- (1) These terms and conditions form the basis of an agreement between the Hirer (the Client) and On-Track Aviation Limited (the Company).
- (2) Nothing shall be fixed to any part of the building by any means whatsoever without prior written consent of the Company.
- (3) No posters, flipcharts, paper, etc shall be stuck to walls or decorated areas.
- (4) Any damage resulting from the Client's activities will be repaired at the Client's expense.
- (5) The Company shall not be liable for any loss or damage to the property of the Client or any such person as may so occur. In the case of loss or damage to the property, it shall be reported and noted by a member of the Company staff at the time of discovery thereof and reported to the Police within 24 hours if necessary.
- (6) The Client shall indemnify the Company from any loss caused to any part of the Company's premises or to any fixture and equipment which may arise as a result of the Client's activity or property introduced to the Company's premises by the Client or any such person.
- (7) The Client will always comply with the Statutory Laws concerning licensing and entertainment provisions relevant to the Company's operation.
- (8) The Client is to ensure that the activities undertaken by their personnel shall not cause any nuisance, disruption or disturbance to other personnel using the Company premises. Should this occur the Client may be asked to terminate their activities and the Client's booking will be curtailed.
- (9) The Client should make a member of the Company staff aware of any person authorised to order additional goods or services either before or during the event.
- (10) Naked lights, candles, etc will not be permitted without the written consent of the Company.
- (11) The Company do not hold themselves responsible in any circumstance for loss, damage, theft, or accident/injury within the building beyond their legal responsibility.
- (12) Clients should ensure that discos do not use smoke machines (as this sets off the alarms). The Client will be responsible for the call out charge if the Fire Brigade attends an alarm call in these circumstances.
- (13) Please never use a fire extinguisher to hold a door open.

(14) The permitted maximum numbers are:

- Wellington Room - 65
- Anson Room - 10

Bookings

(15) The Client can only consider a booking for an event as definite after confirmation has been received from the Company.

(16) All quotations are guaranteed for 60 days from the date of the quotation.

(17) At the time of booking, the Client shall state as accurately as possible the number of persons expected to attend.

(18) The final numbers of persons attending an event must be confirmed to the Company no later than 5 working days before the event.

(19) The minimum time the Wellington Room can be booked for is 3 hours. There is no time limit for booking the Anson Room.

(20) All bookings at weekends and public holidays shall be subject to a surcharge of 10% to cover staff costs.

Cancellations

(21) The Company reserves the right to cancel or refuse a booking 30 days before the event for any reason without compensation payable to the Client.

(22) In the event of circumstances beyond the Company's control e.g. flood, strike, etc the Company reserves the right to cancel a booking at any time before the event without compensation payable to the Client.

(23) Cancellation by the Client received less than 14 days before the date of the event shall forfeit any deposit paid.

Payment

(24) The Company may require a deposit.

(25) Details of any deposit and final payment arrangements will be notified to the Client by email.

(26) Credit Accounts will not be approved.

Prices

(27) Prices are in accordance with the rates published and are subject to an annual price review, where applicable.

The room charges are per hour or part thereof inclusive of VAT:

- Wellington Room £21.60
- Anson Room £7.20

Additional equipment charges are per day or part thereof inclusive of VAT:

- Speakers, amplifier and microphones £25
- Speakers only £5
- XGA projector £25
- Flipchart and pens £10
- Magnetic white board (1.2 metres x 1 metre), easel and marker pens £10

Wellington Room

(28) When booking the Wellington Room the following items are included in the price as standard:

- Screen (2.5 metres x 1.8 metres)
- Jugs of tap water and glasses
- Folding tables (1.5 metres x 0.75 metres) and chairs
- OHP and stand
- Lectern (table top or free standing)
- Wi Fi
- Air conditioning

Anson Room

(29) When booking the Anson Room the following items are included in the price as standard:

- Jugs of tap water and glasses
- Folding tables (1.5 metres x 0.75 metres) and chairs
- OHP and stand
- Magnetic white board (2.5 metres x 1.8 metres) and marker pens
- Wi Fi

Catering

(30) Tea and coffee can be provided for an additional charge.

(31) Hot and/or cold food can be provided for an additional charge.

(32) If the Company is to provide food, delegate numbers shall be notified at least 5 working days before the event including any specific dietary allergies or intolerances.

Client Liability

(33) In common with most other operators the Company Liability Insurance only extends to incidents and events for which it is proved the Company are directly responsible. It does not provide cover for any incidents or events for which a Client may be held to be responsible.

(34) This means that if an incident occurs whereby damage is caused to property or injury to a person, and the Client is found to be negligent, the Client could be sued and be liable for substantial damages.

(35) Consequently, in order to give Clients a reasonable level of protection it is recommended that appropriate Public Liability Insurance is in place.

I have read and accept the terms and conditions. In addition, I accept that this hiring, when confirmed, is in accordance with the Company rules and that I am responsible for ensuring the appropriate accounts are paid. I have a copy of the Terms and Conditions of Hire – Conference Facility.

For or on behalf of the Client:

Signature: Date:

Name: Position: