

## TERM AND CONDITIONS

**ALL BOOKINGS MADE BY CUSTOMERS IN RESPECT OF CONFERENCE ROOMS AT HOWBERY PARK ARE ACCEPTED BY HR WALLINGFORD LTD. (HEREAFTER CALLED HOWBERY PARK) UPON THE FOLLOWING TERMS AND CONDITIONS.**

### 1. DEFINITIONS

Howbery Park "We and us" means HR Wallingford Ltd whose registered office is HR Wallingford, Howbery Park, Wallingford, Oxfordshire, OX10 8BA.

The "Client and "You" means the person named as the customer on the Quotation and who is the organising body / company and organiser responsible for commissioning of any payment for the event. The "Quotation" means the quotation prepared by Howbery Park of the terms which the Client wishes to make a booking for the event.

The "Event" means the event to take place as specified on the Quotation.

The "Contract" means the agreement between Howbery Park and the Client for the Conference Room, Catering and other services for the event constituted by Howbery Park countersigning the quotation by the Client.

"Booking" means the reservation of the Conference Room, Catering and other facilities described in the quotation.

"Specified Date" means the date mentioned in the quotation as the planned date for the Event or such other date as may be agreed (subject to conditions) in writing by us.

### 2. TERMS OF CONTRACT

The Contract is deemed to incorporate the Quotation and these Conditions.

No variation of these Conditions or the Quotation (save as provided) in these Conditions shall be binding upon Howbery Park unless the same is in writing and signed by a Director of Howbery Park.

### 3. CHARGES AND PAYMENTS

Howbery Park will have the option to request a payment of 50% at the time of confirmed booking. Therefore the client must ensure that the method of payment is made available to Howbery Park in a timely manner to avoid disruption. Otherwise payment will be due within 30 days of invoice following the event

### 4. CONFIRMATION BY THE CLIENT

Final timings and numbers, menus and special requests must be confirmed to Howbery Park at least 14 days prior to the specified date. We can not accept any changes less than 48hrs before the event.

### 5. AMENDMENTS BY THE CLIENT

Amendments to delegate numbers and / or arrangements must be confirmed to Howbery Park in writing. Reductions in the duration or contracted value of the booking shall be subject to Howbery Park cancellation policy.

### 6. CANCELLATION POLICY

In the unfortunate circumstances that you have to cancel or wish to postpone your confirmed booking at any time prior to the event, charges will be made as follows:-

Over 90 working days: 20%

28 – 90 working days: 50%

14 – 27 working days: 75%

Less than 14 days: Full Charge

These charges include room hire and contracted food and beverage revenue. The percentage figure will be calculated on the Howbery Park contracted loss of revenue.

Where there is a cancelled or postponed booking the following shall apply:-

Any cancellation, postponement or partial cancellation should be advised to the Conference room Manager in the first instance verbally. The Client should confirm all cancellation details in writing.

## **7. AMENDMENTS OR CANCELLATION**

Should the Client make significant changes to the programme or the expected number of guests, this may result in amendments in the applicable rates, and / or facilities offered by Howbery Park. Howbery Park may cancel the booking, if the booking might, in the opinion of Howbery Park; prejudice the reputation of Howbery Park. If Howbery Park become aware of any alteration in the Clients financial situation.

## **8. ARRIVAL / DEPARTURE**

The conference rooms are available for the times shown on your Contract. Any extension may incur additional charges.

## **9. GENERAL**

Howbery Park reserves the right to approve any externally sourced entertainment, services or activities that you have arranged and cannot accept liability for any resultant cost.

Should any of your delegates be unable to correct any aspect or activates unacceptable to the Howbery Park, Howbery Park reserves the right to terminate your booking/event. Should this occur no monies will be refunded to you.

The Manager's decision is final.

The Client must agree to reimburse the costs of repairing any damage caused to property, contents or grounds by any of your delegates to Howbery Park.

No wines, spirits, any other alcoholic drinks or foods brought into Howbery Park may be consumed in the Conference Rooms.

Howbery Park will not be liable for any failure to provide or delay in providing facilities', services, food or beverages as a result of events or matters outside its control.

Howbery Park name / logo may be used in publicity, once proof of the promotional material has been agreed with Howbery Park.

The Client is responsible for ensuring that any band or musician employed by them complies with statutory requirements and the requirements of the management.

Howbery Park must comply with certain licensing and statutory regulations and require the client to fulfil their obligations in this respect.

Prices quoted exclude VAT at the current rate prevailing when the Contract was prepared and are subject to alteration should the rate change.

## **10. LIABILITY**

Howbery Park quotation is made on the basis that the client will or has the opportunity to insure against:-

Cancellation, abandonment or postponement of the event at a premium to cover the anticipated income to Howbery Park from the event.

The non – appearance of speakers or delegates, property damage at or to the venues or its contents, third party bodily injury and third party damage.

Howbery Park does not accept liability for these risks and will look to the Client (signatory) to make good any losses to Howbery Park arising from them in accordance with conditions.

The Client or event booker must take full responsibility for advising all participants of details of the arrangements made on behalf of the group. Howbery Park cannot accept responsibility for decisions and arrangements made by the client / booker which do not meet the expectation of the participants.

## **11. CURRENT CONDITIONS**

These conditions supersede all previous terms and conditions issued by Howbery Park and apply to all bookings.