



## ACB CONFERENCE SUITE BOOKING FORM

<b>Title of Meeting:</b>			
<b>Date of Meeting:</b>		<b>Number of people attending:</b>	
<b>Arrival Time:</b>		<b>Finishing Time:</b>	
<b>Starting time:</b>		<b>Time of Exit:</b>	
<b>Contact Name:</b>			
<b>Telephone:</b>		<b>E-mail:</b>	
<b>Invoice Address:</b>			
<b>City:</b>		<b>Post Code:</b>	

**We will normally provide the appropriate room for the size of your meeting unless otherwise instructed.**

**Refreshments:**

<b>Beverages</b>	<b>Time</b>	<b>Lunch</b>	<b>Time</b>
<input type="checkbox"/> Morning Tea/Coffee and Biscuits	_____	<input type="checkbox"/> Option A - Sandwich	_____
<input type="checkbox"/> Afternoon Tea/Coffee and Biscuits	_____	<input type="checkbox"/> Option B – Cold Fork	_____
<input type="checkbox"/> Comfort Break(s)	_____		

Please specify your requirements and times to allow us to help you have a successful, smooth running meeting.

*Any Special Dietary or Disability Access Requirements:* .....

**Audiovisual Requirements:**

Flip chart/white board	<input type="checkbox"/>	Lectern	<input type="checkbox"/>
Laser pointer	<input type="checkbox"/>	Data projector	<input type="checkbox"/>
Laptop (No Disk Drive)	<input type="checkbox"/>	Internet connection	<input type="checkbox"/>
Technical support	<input type="checkbox"/>		<input type="checkbox"/>

*Special AV Requirements:* .....

**NOTE:** Please retain a copy and confirm final numbers at least 7 days prior to the meeting.

*\*By signing this form you have read and understood and therefore agreed to the ACB terms and conditions*

**Signed**..... **Date**.....

**The completed signed form should be returned to Administrative Office at the above address to confirm any provisional telephone bookings.**

# Terms & Conditions

## **1 Interpretation**

"The Hirer" means the organisation or individual booking rooms or facilities at Third or Forth Floor, 130-132 Tooley Street, London SE1 2TU. The Hirer is contractually bound by the clauses contained in the ACB Conditions of Hire. "The Owner" means Association for Clinical Biochemistry and Laboratory Medicine (ACB). The "Caterer" means the caterer that the ACB currently uses.

## **2 Booking Procedure**

- 2.1 Provisional reservations will be held for a maximum of two weeks from the initial contact and then automatically cancelled without further communication from the Owner.
- 2.2 A contract between the Hirer and the Owner will be formed on acceptance by parties of these terms and conditions which should be signed by an authorised signatory and returned to the Owner together with a deposit of 50% of the room hire and catering within 30 days prior to the event. The deposit is non-refundable.
- 2.3 Bookings will be considered 'provisional' until a written confirmation has been received by the Owner. If no signed terms and conditions and deposit are received the booking will be released.
- 2.4 If payment is not received in accordance with the above, or does not clear for any reason the booking will be immediately cancelled. Final invoices not paid within the 30 days of invoice date will incur interest at 8% over the Bank of England base rate per annum.
- 2.5 Any variation to the services that is requested by the Hirer must be notified in writing to the Owners administration team no less than seven days prior to the function. The Owner will endeavour to comply with any requests for variations, subject always agreeing with the Hirer any alteration to the quotation that may become necessary. For the avoidance of doubt the Owner shall not be obliged to make any such variations.
- 2.6 Prices are correct at the date of printing but such items are subject to alteration without notice.
- 2.7 The final number of guests must be supplied at least 7 working days prior to the function.
- 2.8 On bookings made 30 days prior to hire we require full payment within 14 days of event date.

## **3 Payments**

- 3.1 A deposit representing 50% of the invoice must be paid on the confirmation of the booking at least 30 days prior to the event taking place. The remaining 50% and any additional cost will be invoiced 14 days prior to the event. All payments within these schedules must be cleared funds.
- 3.2 Prices quoted do not include agency commission unless stated otherwise.
- 3.3 The Owner reserves the right to demand payment from the Hirer prior to the event of up to 100% of the total costs. If the amount is not received by the date specified by the Owner, the Owner then reserves the right to cancel the contract and refuse usage to the Hirer.
- 3.4 Should the event continue beyond the contract time the Hirer shall be liable to pay the Owner for each additional hour or part there of at the published rates.
- 3.5 Payment is due within 30 days of the date of invoice. If any sum payable by the client is outstanding on the due date, interest will be payable on the due amount at the rate of 8% above the Bank of England's base rate for the time from due date until payment.
- 3.6 Individuals and Companies outside the UK will not be granted credit under any circumstances and the full amount of your event will be payable 30 days prior to your event.
- 3.7 All prices quoted are exclusive of VAT at the prevailing rate unless otherwise stated.
- 3.8 Cheques should be made payable to ACB and sent to: The Association for Clinical Biochemistry and Laboratory Medicine, Third Floor, 130-132 Tooley Street, London SE1 2TU.

## **4 Cancellation and amendments to bookings**

- 4.1 By the Hirer: Reservations which are cancelled more than 28 days before the booked date will suffer no cancellation fee. Cancellations between 28 and 7 days will be invoiced for 50% of the above rates plus the full cost of any booked refreshments and food which cannot be cancelled with the supplier. Cancellations made less than 7 days prior to the booked date will pay the full invoice including refreshments and food ordered. Outstanding invoices not paid within 30 days of invoice date will incur interest at 8% over the Bank of England base rate.
- 4.2 By the Owner or the Owners administration team: The Owner shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, strike, Government restriction, act of God, act of terrorism, or any circumstance beyond the control of the Owner which may cause the hiring to be interrupted or cancelled. If the hiring is cancelled for any of the above reasons the Owner shall give to the Hirer the maximum practicable notice and shall refund the charges but shall not otherwise be liable to the Hirer.
- 4.3 Refunds will be given for a drop in catering notified at least 7 days in advance. No refunds will be issued once final invoice has been raised. Refund requests in relation to customer service issues will only be granted at the discretion of the Owner and must be made in writing to the Owner detailing the complaint, up to seven days after the hire.

## **5 Equipment brought into the premises**

- 5.1 The Owner must approve all contractors engaged by the Hirer in advance. The contractors are responsible for evidencing documentation appertaining to applicable legislation including copies of risk assessment documentation. The contractors are required to supply staff trained and fit for the purpose for which they are employed.
- 5.2 Permission must be obtained from the Owner for the construction of display units, audiovisual equipment, etc. Restrictions relate to weight of individual items, dimensions and proposed position with regard to the safeguarding of Fittings.
- 5.3 The Owner declines any responsibility for goods, equipment, personal effects left at 130-132 Tooley Street after any function. Such items may be left at the Hirer's risk only by arrangement with the Owner.

## **6 Music and Entertainment**

No Music, Entertainment and/ or Dancing is allowed at this premise.

## **7 Use of Premises**

The Hirer agrees and undertakes as follows:

- 7.1 Not to use the premises other than for the purpose of the function specified in the hire agreement.
- 7.2 To pay Value Added Tax at the appropriate rate chargeable on the hiring charge and on any other supply of services or goods under the hire agreement.
- 7.3 To ensure that good order of staff and guests is kept whilst on the premises and at time of exit and to ensure that no activity is carried out that shall cause nuisance or annoyance.
- 7.4 To take all reasonable care of the premises and property therein and to make good all damage and loss or theft caused to the premises and any property therein.
- 7.5 To ensure that property brought onto the premises during the period of hire and all debris is removed from the premises on expiration of the period of hire so that the premises are vacated and left in a clean and orderly state. Any damage to the premises will be repaired by the Owner and charged to the Hirer thereafter. In the event of the Hirer failing to comply with the obligations under this sub clause the Owner shall be entitled to perform the same and also to put any such goods and chattels into store and costs connected therewith will be charged to the Hirer.
- 7.6 Not to permit any activity which may render an increased premium payable for insurance of the premises or any part thereof or to carry out any activity which may void any such policy of insurance.
- 7.7 To indemnify the Owner against all costs, expenses, actions, claims, demands and liability arising from any non-compliance with the terms and obligations of this Agreement or from any non-compliance with any regulation or direction that the Owner may from time to time give the Hirer pursuant to this Agreement.
- 7.8 Provide all contractors names, addresses and telephone numbers at the time of the confirmation of the booking and shall indemnify the Owner against any loss, damage, claim or expense in respect of all sub-contractors engaged by the Hirer to carry out work solely in connection with the said event.

- 8 **Start/Finish Times**  
8.1 Normal opening hours of the office are 9.30 am to 17.30 pm, With meetings starting at 10.00am and finishing by 17.00pm  
8.2 Earlier starts and/or later finishes are available by contacting the owner prior to submitting booking form, for this a further charge will be incurred. Please contact the owner or the owners administration team for details.
- 9 **Catering**  
9.1 The Owner reserves the right to substitute another caterer at any time should their contract with their current caterer be terminate before the date of the event.  
9.2 All negotiations on catering matters should be conducted directly with the Owner (Tel: 020 7403 8001).  
9.3 The Owner disclaims responsibility for all matters connected with catering at their address.  
9.4 Parties of larger than 10 persons will require an additional room for catering purposes of which will incur and extra charge.
- 10 **Smoking**  
As of the 1st July 2007 it is against the law to smoke in an enclosed public place therefore no smoking will be permitted on the premises.
- 11 **Limitation of Liability**  
If the Owner is in breach of its obligations hereunder for any reasons or terminates this contract, the Owner's only liability is to return the hire charge, if appropriate and the Owner shall not be liable to the Hirer for any loss suffered by the client and in particular, the Owner shall not be liable for any consequential loss or damage occasioned by the cancellation of the event.
- 12 **Right of Entry and Security**  
12.1 The Owner reserves the right of entry for itself and for contractors and agents to enter the premises at all times.  
12.2 The Owner may for security purposes stop and search any person entering the building and shall be entitled to refuse entry to any person or animal which they consider to be a risk to safety.  
12.3 In order to comply with fire regulations, the Hirer must inform the Owner of an increase or drop in the numbers attending before the given arrival time.
- 13 **Public Order, Health & Safety**  
The Hirer and the Owner acknowledge their respective responsibilities under the Health & Safety at Work Act 1974 and in particular:  
13.1 The Hirer shall be responsible for the preservation of public order during the event.  
13.2 A representative of the Hirer must be present and available throughout the event to ensure it runs smoothly.  
13.3 The Hirer shall observe the Owner Health & Safety Rules in accordance with the above Act.  
13.4 The Hirer shall ensure that satisfactory risk assessments and method statements are provided by their contractors before a Permit to work is issued by the Owner.  
13.5 The Hirer shall observe and comply with any additional regulations as the Owner may make in relation to the premises
- 14 **Conduct**  
14.1 The Hirer shall take all reasonable care of the premises and its property and meet the cost of all damage and loss to the premises and its property arising from the event.  
14.2 The Hirer shall remove immediately after the event all equipment and items brought onto the premises and clear all rubbish and debris which the Hirer has accumulated during the event. The Hirer shall restore any part of the premises which may have altered.  
14.3 The Hirer shall inform the Events Department with written details of all equipment that the Hirer wishes to bring onto the premises. The Hirer shall not bring onto the premises any equipment that the Owner has not authorised.
- 15 **Contractors and Agents**  
15.1 All Terms and Conditions shall apply to the Hirer's agents, contractors and visitors.  
15.2 All quotations of charges made by the Owner which are passed on must not be altered or amended in any way without the consent of the Owner. Any commission or management fee must be presented separately from the Owner quotation.
- 16 **Indemnity**  
The Hirer shall indemnify the Owner against any losses, damages, claims, and expenses incurred in respect of the following, to the extent not caused as a direct result of the negligence the Owner or their employees:  
16.1 Death or personal injury  
16.2 Damage to the venue or any part of it  
16.3 Damage to, loss or theft of any property.
- 17 **Insurance**  
It is the Hirer's responsibility to ensure that adequate insurance cover is in place in respect of the Hirer's legal Liability for loss of or damage to the building 130-132 Tooley Street and its contents.  
17.1 The Hirer shall further indemnify the Owner against all loss, expenses or damage to third party property and in respect of death or injury to any person in conjunction with the Hirer's or its contractor's use of the premises. The Hirer shall indemnify or the Owner against all claims which may be made against them in respect of such matter except injury, loss or damage resulting from the negligence of the Owner.  
17.2 The Hirer shall effect to maintain public liability insurance in respect of the matters so indemnified to a minimum cover of £10,000,000.  
17.3 The Hirer must not do or allow to be done anything which may render payable an increased premium under policies of insurance effected by the Owner in respect of the premises or which may render void any such policies
- 18 **Default**  
The Owner may, at its discretion, terminate this contract in the following circumstances;  
18.1 Where any sum under this contract or any other contract has not been paid in full on the due date for payment  
18.2 Where the Hirer has committed a material breach of this contract or any other contract between the Hirer and the Owner.  
18.3 Where the Hirer is a limited company and makes a proposal for a voluntary arrangement within Part 1 of The Insolvency Act 1986.  
18.4 Where the Hirer is not a limited company and commits an act of bankruptcy.
- 19 **Complaints**  
Any complaint must be received by Owner in writing no later than three working days following the event.
- 20 **Governing Law**  
This contract shall be governed by and construed in accordance with the laws of England and shall be subject to the jurisdiction of the English Courts.
- 21 **Force Majeure**  
The Owner shall not be liable for any loss due to any circumstances which include, but not exclusively, breakdown of machinery, failure of supply of electricity or other utilities, leakage of water, fire, flood, explosion, strike or labour dispute, external road or building works, Government restrictions, Force Majeure, act of terrorism or any circumstance outside the control of the Owner which may cause the event to be interrupted or cancelled.