



ALCC terms and conditions of booking & venue hire

Please read carefully before signing the booking confirmation agreement below

Definitions

'**ALCC**' refers to Abundant Life Conference Centre, Wapping Road, Bradford which is a part of Abundant Life Resources Limited
'**the client**' refers to the individual, company or organisation with whom ALCC have an agreement to provide facilities, catering or services based upon an ALCC quotation and any additional requirements or services subsequently requested and agreed
'**organiser**' refers to the client or a designated third party employed by the client to organise the event on their behalf
'**venue**' refers to a room (or space) or combination of rooms (or spaces) designated by ALCC for external hire
'**event**' refers to the function or use for which the venue is hired

Terms of Booking

ALCC facilities are let on the basis of agreed quoted rates and the terms & conditions of booking and venue hire described below.

Conditions of Acceptance of Booking

For provisional bookings, rooms will be held for 28 days or up to 28 days prior to the event, whichever is sooner. ALCC will only consider a booking confirmed when the booking confirmation agreement section of this document is signed by the client and is received by ALCC along with a non-refundable deposit of 25% of the agreed quotation value. If the above timescales are not met or the deposit not paid it will be assumed by ALCC that the dates can be offered to other interested parties.

ALCC Quotation & Event Details

ALCC quotations will be issued to the client or organiser following an event enquiry. ALCC quotations will remain valid for 28 days. ALCC quotation will detail agreed event dates, number of delegates, rooms booked, catering services, additional staff and equipment required. If any details of the event change then a revised quotation will be issued and agreed. Final numbers of delegates must be confirmed no later than five working days before the event. The number of delegates confirmed at this time will be the minimum number charged for in the final account. Standard ALCC room hire rates include (unless otherwise agreed and confirmed in writing) room hire from 8am – 6pm, event co-ordinator, technical adviser, security, stewards and car parking. ALCC quotation will list in detail room hire, catering, additional staff & equipment OR Day Delegate Rate (DDR).

Day Delegate Rate (DDR)

If a DDR is agreed this will include all services, facilities and equipment listed on the quotation as 'included'. DDR will also include as standard room hire from 8am – 6pm, event co-ordinator, technical adviser, security, stewards and car parking.

Payment

Upon successful completion of event ALCC will issue invoice for full and final amount, which should be paid in full within 14 days of invoice date. Any challenge or objection to any part of the invoice must be made in writing within five working days of receipt of invoice otherwise invoice should be paid in full. Any event booked within 7 days of required event date should be paid for in full no later than 48hrs prior to the event for confirmation.

Commission

ALCC operate a commission policy. We will pay 8% of net room hire and net catering costs based on the final ALCC quotation. Commission is to be invoiced separately after the event unless agreed otherwise. Technical equipment hire, technical staff and additional equipment hire is NON-COMMISSIONABLE.

Cancellation Policy

Cancellation of booked event given in writing more than 60 days prior to the event date will result in forfeit of deposit. Cancellation 30-60 days prior to the event date will result in forfeit of deposit and will incur a charge of 25% of the outstanding quoted amount. Cancellation 7-30 days prior to the event date will result in forfeit of deposit and will incur a charge of 50% of the outstanding quoted amount. Cancellation 48hrs-7 days prior to the event date will result in forfeit of deposit and will incur a charge of 75% of the quoted amount. Any cancellations within 48hrs of the event date will incur charges of 100% of the quoted amount.

Running Time

Should an event exceed the hours stated and agreed in the event quotation there may be additional charges for every hour or part thereof. ALCC generally have clearance teams organised for agreed event finish times to prepare for following events and the client will be liable for any costs incurred by ALCC due to overrunning of agreed times.

Safety & Fire Regulations

All events are subject to compliance with current Health & Safety and Fire Safety Regulations and to the requirements of any other relevant authorities. Organisers are responsible for carrying out all necessary risk assessments prior to the event and issuing copies to ALCC at least 30 days prior to the event for review. ALCC requires notice in advance of any aspects of the event which may necessitate special safety or security arrangements. The organiser will be responsible for all consequential costs. Organisers should ensure provision of adequate First Aid personnel, ALCC will provide a First Aid room free of charge. All electrical appliances brought to site by the client should be tested in accordance with current electrical safety legislation, damage or injury caused by faulty appliances or equipment will be the sole responsibility of the client.

Entertainment & Alcohol Licenses

Any proposed entertainment is subject to the terms of the current ALCC entertainment license or any Temporary Event Notices in place. Any entertainment provided by the client must comply with current noise regulations and requirements. ALCC will apply for temporary alcohol licenses if requested by the client. The client should notify ALCC of intention to make alcohol available for sale a minimum of 30 days prior to the event date to enable temporary license to be obtained. No alcohol will be served after 12midnight under any circumstances. Persons under 18 will not be served or supplied with alcohol.

Loss and Damage

The client is responsible for taking all reasonable precautions to protect the venue, equipment, facilities or any other ALCC property. Any costs incurred by ALCC for repairs following accidental or negligent damage caused at the event will be chargeable to the client. This includes any necessary cleaning required over and above reasonable wear & tear. ALCC will take all reasonable care to protect and maintain security for client property and staff but will not take responsibility for any damage or loss of client property or items before, during or after an event. The client must accept responsibility at all times. ALCC management reserves the right to terminate any event where it is satisfied that continuation will jeopardise the safety and security of staff, delegates, property or the reputation of ALCC.

Special Conditions

ALCC is a no smoking venue, smoking is not permitted anywhere on site. ALCC will provide designated external areas for smokers only if agreed in writing.

The client is not permitted to use any part of ALCC to carry out illegal activity. ALCC management reserve the right to refuse admission or expel any person for illegal or inappropriate behaviour.

If ALCC is rendered unable wholly, or in part, to fulfil its obligations due to *Force Majeure*, Acts of God, industrial dispute, government regulation or intervention, restrictions on travel, acts of terrorism, delivery, equipment or utilities failure or for any other reason beyond the control of ALCC, in no event will ALCC be liable for loss of profit or consequential damage from any of these matters.

Booking Confirmation Agreement

I agree that I have read, understood and will comply with all of the above specified terms and conditions. I confirm that I am authorised to act on behalf of the client or as an agent for the client organisation, which has confirmed their requirements to use the services of ALCC as detailed in ALCC quotation. I also agree to pay 25% non-refundable deposit with this agreement to confirm booking.

Client: _____ **Contact:** _____ **Tel:** _____

ALCC Quotation Ref: ALCC/ _____ **Event:** _____ **Event Date(s):** _____

Signature: _____ **Name:** _____ **Date:** _____