



Carmelite
 MUSIC • ART • MEET • FOOD • DRINK • SLEEP

The Event Contract – Signature Required at the Bottom of Page

Date(s) of Event	
Event	
Client	
Company Name (if applicable)	
Date of Issue	
Issued By	

Please sign below and return to verify that you “The Client” agree
 with Carmelite’s Contract Terms and Conditions below.

Print Name.....

Position in and Name of Company.....

Company Address

Signature.....

Date.....

The Contract Terms & Conditions

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1. Booking

Any booking, including telephone bookings, will be provisional until we receive the deposit and confirmation of such booking, either by email, fax or post and will be released if we do not have the deposit within 7 days of the date a booking is made. A completed copy of a booking form, as well as any deposit due (unless you have an agreed credit facility), with full credit/debit card details will be accepted as a confirmation and acceptance of these terms and conditions.

2. Prices

All prices quoted are current for this calendar year. Carmelite reserves the right to amend the prices quoted, upon written notice to you, in order to reflect any change in cost beyond the reasonable control of the company. Should you make changes to your booking after the initial deposit has been paid additional charges may apply and an additional deposit may be asked of you, prior to your event taking place. Carmelite may also invoice you at any time according to the payment terms in respect of any sums due for goods and services provided by us for your event. All prices quoted are non-commissionable, whereby an agent or third party has not negotiated commission rates prior to quote being received by the client.

3. Numbers

We require approximate numbers from you at the time of booking. Final numbers are required 7 days before the event. This will be the number we will charge you for, or more if numbers increase on or prior to the day. If the numbers are significantly reduced we reserve the right to re-allocate the room booked to one more relevant to the size of your event.

4. Amendments

Any amendments prior to the event should be put in writing by email, fax or post to the Events Co-ordinator. You agree that Carmelite may accept any verbal amendments to the arrangements given during the course of the event, or its preparation, by the client, or by anyone acting, or purporting to act, on the client’s behalf, and the client agrees to pay for any additional goods or services so provided.

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- iii) Less Than 5 days notice – 100% of the event cost

For Wedding Receptions the following charges will apply :-

- i) Within 28 weeks – 20% of the estimated total bill + the deposit
- ii) Within 16 weeks – 40% of the estimated total bill + the deposit
- iii) Within 12 weeks – 60% of the estimated total bill + the deposit
- iv) Within 8 weeks – 80% of the estimated total bill + the deposit

- v) Within 7 days – 100% of the estimated total bill

In the event that there are any costs incurred, and in respect of third parties, arising from the cancellations, you will reimburse Carmelite in full for any monies Carmelite may have had to pay out on your behalf. In the unlikely event that Carmelite has to cancel your booking you will receive all your advance payments and will not have any other liability.

We will only cancel your booking if :-

No deposit or written confirmation is received

Any part of the building is closed or unavailable due to circumstances beyond our control.

You or we become insolvent, or in the case of an individual becomes subject to a bankruptcy petition and or you are unable to pay your debts as they fall due whether due to Carmelite or a third party.

The booking may damage the reputation of Carmelite.

You are more than 14 calendar days in arrears with payments to Carmelite.

6. Payment Terms

Private lunches, private dinners, meetings and other such events

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If you have an agreed credit account with us then your account must be settled within 14 calendar days of holding the event. Failure to settle your account within this time will result in interest being added to the outstanding amount at 3% above the Clydesdale Bank Ltd base rate. If no credit facilities have been arranged then the account must be settled on departure.

If you wish credit facilities then 14 calendar days notice is required and a credit application form must be completed. Terms and conditions will apply to all pre-arranged credit facilities. These will be tailored to each individual event.

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A non refundable deposit of £500 is required at the time of confirming a booking for banquets and weddings and other such events. A credit or debit card number must be supplied to guarantee all bookings. In the event of cancellation a charge may be made to this card under our cancellation policy (see above).

After the initial £500 deposit has been paid, 100% of the total cost must be paid 2 weeks prior to the event.

In the event that you have overpaid, Carmelite will reimburse you within 28 working days. The person making the booking will be responsible for making sure that the account is settled within our terms. In the event that there is more than one interested party involved Carmelite will only invoice one organisation and that organisation will be responsible for settling the account, within our payment terms. In the event that there is a query with your account this must be raised with Carmelite within 5 calendar days of receipt of your invoice. We will answer such queries within 5 working days. If no queries are received within 5 days, Carmelite will assume you have accepted all the charges applied.

7. Liability

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8. Use of Carmelite

You and persons attending Carmelite shall: comply with all licensing, health and safety and other regulations relating to Carmelite; not carry out any electrical or other works including amplification and lighting without prior consent; not bring any dangerous or hazardous items into the building; not act in any improper or disorderly manner, leave promptly at the appropriate time and comply with any reasonable requests made by Carmelite's employees; not bring or allow to be brought liquor or other drinks from outside the premises for consumption during an event without prior consent, observing agreed corkage fees; not to consume any food or drink in Carmelite not provided by Carmelite without prior consent, observing any necessary disclaimers. Any person or item in breach of these conditions may be refused admission or asked to leave the property. The level of noise, especially that produced by sound equipment, must be kept to a reasonable level as defined and approved by the Local Authority. Carmelite will not tolerate any violence or abuse towards any of the hotel staff at any time. Anybody exhibiting inappropriate behaviour may be removed from the premise. More serious episodes will be reported to the police.

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