

TERMS AND CONDITIONS

Thank you for choosing The Police Federation of England and Wales' Headquarters at Federation House, Highbury Drive, Leatherhead, KT22 7UY (the Venue) to hold your conference/training course/other event.

Interpretation

Unless the context otherwise requires, words in the singular include the plural and in the plural include the singular.

The headings in these terms and conditions are inserted for convenience only and shall not affect their construction.

All references to days means calendar days

'You' means the lead person, organisation or company who has made the conference/training course/event booking.

'Us' means The Police Federation of England and Wales

1. Application of Terms and Conditions

1.1 The Terms and Conditions below will apply to your booking to the exclusion of any other terms and conditions which you may purport to apply unless agreed in writing with an Authorised Representative, (i.e. the Treasurer of the Police Federation of England and Wales, the Deputy Treasurer of the Police Federation of England and Wales, the Federation House Manager or the Deputy Federation House Manager).

1.2 Where you have also booked hotel accommodation at Federation House reference should also be made to **Terms and Conditions for Hotel Accommodation Bookings**.

1.3 Confirmation of a booking by you is deemed acceptance of The Police Federation of England and Wales' Terms and Conditions as set out below. It is a condition of your booking that you tell your delegates/guests and/or third party contractors about the Terms and Conditions which affect them.

1.4 If any of these Terms and Conditions is found by a court of law to be invalid, illegal or unenforceable, the validity and enforceability of the other Terms and Conditions shall not be affected.

2. To secure your booking and balance of payment

2.1 Unless you have pre-approved credit with the Police Federation of England and Wales, in order to confirm the booking you will be required to pay a deposit of £10 per delegate/guest.

2.2 In the event that you do not have pre-approved credit with The Police Federation of England and Wales the balance of payment for the conference/training course/other event will become immediately payable 14 days before the conference/training course/other event.

2.3 The Police Federation of England and Wales at its absolute discretion may provide corporate clients with pre-approved credit and this facility may be withdrawn at any time. See clause 10 below for further details.

2.4 All rates are quoted inclusive of VAT (unless otherwise stated). Where the rate of VAT changes between the date of booking and the date of your conference/training course/other event you will be responsible for paying the VAT rate that applies at the date of the conference/training course/other event.

3. Delegate/guest numbers

When providing numbers at the point of booking, please ensure that you are realistic in relation to the likely turnout for your conference/training course/other event. The delegate/guest numbers for which you contract will be used as the basis for your final account and will be subject to our cancellation and amendment policy as detailed below. We do, however, understand that final delegate/guest numbers can reduce and with this in mind we allow for a 10% variance in delegate/guest numbers (for which you will not be charged) if notified to us in writing more than 14 days prior to the conference/training course/event. If the numbers drop by more than 10% and we are notified of this more than 14 days in advance then you will only be charged for the variance above 10%.

4. Cancellations or amendments

In the unfortunate event that you cancel or reduce your numbers other than in accordance with clause 3 above, fees will be charged in accordance with this clause. You will be charged for the number of delegates/guests provided at the time of booking or the number of delegates/guests who actually attend the conference/training course/event (whichever is the greater) (this is subject to no charge for up to a 10% variance where we have been previously notified of an amendment in accordance with clause 3 above). All cancellations and amendments must be confirmed to us in writing and, where applicable, a cancellation number obtained from us. On receipt of amendment or cancellation confirmation the notice period becomes effective and, where applicable, excess space will be released for re-sale. Fees for cancellations in numbers are calculated as detailed below and are based on the total value of the confirmed booking.

Period of notice given before

conference/training course/event arrival date:

Cancellation fee:

120 days	deposit
91 - 120 days	20%
61 - 90 days	35%
31 - 60 days	45%
15 - 30 days	65%
4 - 14 days	90%
3 days or less	100%

5. Final confirmation of conference attendees only

To enable us to organise your conference event successfully, please send to us your final numbers, no later than 7 days prior to the conference event.

6. Training/event rooms and facilities

Delegate numbers will be taken into consideration when allocating your training/event room. We reserve the right to change allocated rooms and advertised facilities at our absolute discretion. No liability is accepted for any errors or omissions in our literature.

7. Damage

You are responsible for all allocated rooms during the period of the booking. Any damage to the rooms or their contents incurred as a result of the acts, omissions or default on the part of you, your delegates/guests, employees, subcontractors or representatives or their guests may result in a charge to remedy such damage. You, your guests/delegates, employees or third party subcontractors will be jointly and individually liable for the cost of repairs carried out as a result of any damage caused to any property or equipment owned by The Police Federation of England and Wales by the negligence, willful act or default of any such person. The Police Federation of England and Wales accepts no liability for the loss or damage to any equipment or personal belongings brought onto the property by you, your guests, employees or associated third parties.

8. Liability

8.1 So far as is permitted by law The Police Federation of England and Wales limits and excludes liability to you, your guests/delegates, employees and third party subcontractors as follows:

8.1.1 Other than for death or personal injury caused by the negligence of The Police Federation of England and Wales, or as otherwise set out in the Terms and Conditions, The Police Federation of England and Wales' liability to you and/or your delegates/guests is limited to the price of the booking.

8.1.2 Unless The Police Federation of England and Wales is liable under clause 8.1.1, you agree to indemnify The Police Federation of England and Wales from and against any and all liability and any claims, proceedings or damages from your delegates/guests or third party contractors resulting or arising from the booking.

8.1.3 The Police Federation of England and Wales will not be liable for failure to perform to the extent that the failure is caused by any factor beyond its reasonable control.

8.1.4 Any equipment brought to the Venue by you, your delegates/guests, employees or third party subcontractors is brought by such person(s) at their own risk and you will indemnify us against all liability arising in connection with the use of the equipment. You and any third party subcontractors employed by you and your guests/delegates for the purpose of organising and providing additional external events (such as teambuilding) will be required to comply with all applicable statutory requirements including relevant Health and Safety regulations and to provide liability insurance commensurate with the risks involved, appropriate method statements, risk assessments, licenses and

demonstrate additional competency skills required to manage the event, in compliance with relevant Health and Safety Law. The Police Federation of England and Wales shall not be responsible for the damage or loss of any merchandise or articles left in its premises.

8.1.5 You, your delegates/guests and third party contractors shall not enter areas of the Venue which are indicated as being closed to the public. The Police Federation of England and Wales shall not be responsible for death, personal injury or loss or damage to property suffered in such areas.

8.2 You, your delegates/guests and third party contractors must report any loss of or damage to property immediately on discovery to The Police Federation of England and Wales' management or security, and shall make yourself/themselves available to assist with any reports made by the Police Federation of England and Wales to the police.

9. Statutory legislation

The Police Federation of England and Wales is subject to statutory regulations including, without limitation, Liquor Licensing, Fire Regulations, Health, Safety and Environment. You/your employees, your guests/delegates and third party contractors must therefore comply with these requirements as may be directed and enforced by The Police Federation of England and Wales.

10. Invoicing where pre approved credit is in place

Unless otherwise stated by us, the invoice will be raised on the date of the event and forwarded to you for payment. Payment is required within 14 days of date of invoice. In the event that you wish any of the charges to be settled on your behalf by individual delegates/guests, written notification of this is required 14 days in advance. Any acceptance by us of such proposals is without prejudice to our rights to hold you responsible for the full amount of the invoice and/or cancellation/non-arrival charges. Delegates/guests will be requested to provide a credit card imprint on check-in (if staying overnight) or in the case of day delegates/guests on arrival in order to guarantee payment of any personal expenses not covered by the main account.

11. Discrimination

The Police Federation of England and Wales is fully committed to the elimination of unfair discrimination on the grounds of gender, gender reassignment, family status, age, race, ethnic origin, sexual orientation, religion, disabled status, or any other unjustified condition, and the promotion of equality and diversity for all, in its own practices and arrangements and throughout the Police Service in England and Wales. You, your delegates/guests, employees and third party contractors brought to the Venue for your conference/training course/event are expected to treat the Venue's staff, sub-contractors and other patrons of the Venue with dignity and respect. The Police Federation of England & Wales may, without incurring any liability to you, your delegates/guests, employees and/or third parties, remove from the Venue any person or persons offending against this policy.

12. Data protection

12.1 The information provided by you and/or any delegate/guest relating to your booking may be processed and retained by The Police Federation of England & Wales for accounting and repeat business purposes. By confirming the booking, you and your delegates/guests consent to this processing of information.

12.2 The Police Federation of England and Wales does not disclose personal information to third parties without your consent/your delegates/guests consent except where necessary to protect against crime or fraud or in order to provide goods and services to you.

13. Late payment

In the event of you failing to pay your invoices on time we shall be entitled to charge interest on a daily basis from the date of the invoice to the date full payment is made. This shall be in accordance with the Late Payment of Commercial Debts Act 1998 at 8% above base rate (Bank of England). In the event of invoices being outstanding for longer than 60 days, we shall be entitled to cancel all your outstanding bookings and all outstanding invoices will become immediately due and payable.

14. Internet facilities

Internet facilities at the Venue are provided by third party providers. Where these facilities are available there may be disruption to the connection without prior notice and The Police Federation of England and Wales shall not be liable whatsoever for such disruption. You and your delegates/guests/third party contractors undertake not to use the facility for any fraudulent purpose or in connection with any criminal offence and in contravention of any license and will indemnify The Police Federation of England and Wales against any claim, demand, suit, proceeding or prosecution arising therefrom.

15. Facilities

Facilities at the Venue may be unavailable due to maintenance, adverse weather or for other reasons beyond The Police Federation of England and Wales' control. If the availability of a particular facility is important it is recommended that you speak with an Authorised Representative before making a booking.

16. Other events

The Venue holds numerous events including weddings, parties and other functions throughout the year. You should check with an Authorised Representative if your decision to book would be affected by another function taking place at the venue.

17. Use of grounds

Any on-site external or internal teambuilding or other similar activities require the authorisation of an Authorised Representative at the time of booking and additional insurance liability and Health and Safety documentation may be required. No alcohol, food or beverage may be brought into the venue or grounds by or on behalf of the client or any guests for consumption on the premises unless the prior written consent has been obtained, for which a charge may be made.

18. Third party liability

18.1 The Police Federation of England and Wales does not accept any liability for services rendered by third parties to you and/or your delegates/guests notwithstanding that such services may be arranged by The Police Federation of England and Wales.

18.2 Any claim, demand, charge, suit or damages which may be incurred by you and/or your delegates/guests should be made directly with such third parties and The Police Federation of England and Wales shall render reasonable assistance in this regard.

19. Insurance

The Police Federation of England and Wales strongly recommends that you take out insurance to cover cancellation and curtailment. For the purposes of these Terms and Conditions it is assumed you have taken out adequate insurance.

20. General

No failure or delay by us in exercising any of our rights under this contract shall be deemed to be a waiver of that right. In the event of circumstances beyond our control resulting in us being unable to provide our services, we shall have no liability in respect of any losses or damages arising directly or indirectly from such circumstances. Should you contract with The Police Federation of England and Wales through an agent, the agent acts in that capacity for you and not The Police Federation of England and Wales. You therefore accept full responsibility for payment of the account.

21. Dispute

This contract shall be governed by the law of England and Wales.

I hereby agree to the Terms & Conditions of Trading

On behalf of:

On behalf of: The Police Federation of England & Wales

Authorised Client Signature:

Authorised Venue Signature:

Print Name:

**Neil Wheeler (Signed electronically)
Venue Contact:**

Date:

Date: