

## Trent Vineyard Conferencing Terms and Conditions of Hire

Thank you for choosing Trent Vineyard for your Event.

It is important that you understand your legal obligations when you make a booking with Trent:

**Definitions** - Below are the definitions of the words used in these Terms and Conditions:

<b>Event:</b>	Conferences, dinners, lectures, meetings, presentations, receptions and seminars held in the Warehouse on the date specified in the booking form.
<b>Event Attendees</b>	Any person who will be attending your event including staff, guests, speakers and suppliers; or anyone else operating on your behalf.
<b>Facilities</b>	Any property including the Warehouse and any sound, projection or other equipment belonging to Trent.
<b>Trent, we, us, our</b>	Trent Vineyard Nottingham of Unit 1, Easter Park, Lenton Lane, Nottingham, NG7 2PX (charitable company limited by guarantee registered in England and Wales under No. 3018774 and Charity Number 1044369)
<b>Services</b>	Includes audio visual equipment hire and support, catering and other business services specified on the booking form.
<b>Total Hire Costs</b>	The room hire fee(s) together with any other charges for Services associated with the Event as set out in the booking confirmation.
<b>Warehouse</b>	The warehouse and any room(s) or other accommodation within it or the grounds and surrounding car park.
<b>You; your:</b>	The person, organisation or company who will be hiring and using the Warehouse for the Event.

1. **A Binding Contract** - The contract is between you and us. You accept responsibility for paying all charges arising under this contract. The contract is governed by English Law and any relevant regulations of Trent Vineyard. You may not transfer your rights or responsibilities under this contract to any other person or organisation.

2. **Making a Booking and Booking Deposit** - All bookings made with us are granted strictly for the purposes specified on the booking form and will be accepted only following receipt of the completed booking form signed by you. A 10% deposit or £100 (whichever is greater) may be requested.

By signing the booking form or returning an electronically signed form via email you agree to pay the Total Hire Cost within 14 days after the date of the Event. In the event of non-payment, we reserve the right to cancel your booking and recover the Total Hire Cost from you.

**Minimum Room Charge** - Each room available for hire at Trent Vineyard has a minimum delegate number allocation and consequently a minimum charge. Should the total number of delegates in attendance on the day of your event fall below the minimum requirement for the room you have booked, the minimum room charge will replace the per person delegate rate. Minimum room charges are applicable to both ½ day and full day Events, unless agreed otherwise with the Events Team. The table below details the minimum requirements for each room at Trent Vineyard.

Room	Minimum Delegate Total	Minimum Room Charge (Full or ½ Day)
<b>Auditorium</b>	75	£1600.00
<b>G2</b>	15	£325.00
<b>G3</b>	15	£325.00
<b>G4</b>	25	£540.00
<b>F1</b>	25	£540.00
<b>F3</b>	15	£325.00
<b>F4</b>	10	£220.00
<b>F5</b>	15	£325.00
<b>F6</b>	15	£325.00
<b>F7</b>	25	£540.00

3. **Cancellation** - If you decide to cancel or postpone the Event you will still be liable to pay the following charges:

Written Notice Received By Us (Working Days before the Event)	Charge or % of Total Hire Costs Payable By You
Auditorium events – less than 25 days	£200
Standard cancellation admin fee over 5 days	£50
5 – 3 days	20%
Within 48 hours	100%

We reserve the right to cancel the Event for reasons that are beyond our control. If this happens we will make every effort to offer you a suitable alternative.

We also reserve the right to cancel this contract without liability to you if you are in arrears of previous payments or Trent becomes aware of any significant change in your circumstances or the Event content that would adversely affect the reputation of Trent should your Event proceed.

We also reserve the right to cancel this contract without liability to you if we consider your event is not in line with our Equal Opportunities and Diversity Policy.

**Please note:** On verbal or written confirmation of your order we will confirm your booking in our system in good faith and ask that you return your signed contract immediately. A signed contract is any contract returned via post or signed electronically and returned by email. During the intervening period between receiving your verbal or written confirmation of order and receiving your signed contract you are still liable for a cancellation charge should you cancel your booking.

4. **Opening and Closing Times** - Your Event will start and end at the times specified on the booking form, and all your Event Attendees will have vacated the building no later than 30 minutes following the end of the Event. We will charge you for any facilities or services used out-with the times agreed in writing.

5. **½ Day Event Timings** – A ½ day Event is specified as 4 hours and generally needs to be restricted to either a morning or an afternoon. A ½ day Event in the morning will typically need to be finished and the room vacated by 12:30pm. If a ½ day Event runs over the 12:30pm deadline Trent Vineyard reserves the right to charge a full day rate

6. **Catering, menus and beverages** – You are not permitted to source catering provisions from anyone other than Trent Vineyard. We will provide food menus with a number of options to suit all budgets and can provide bespoke menu options on request.

Final delegate numbers for food orders must be supplied 5 working days prior to the event, although numbers may be altered up to 2 working days before the event.

7. **Use of the Warehouse** - The following are not permitted at the Warehouse: Smoking; animals (except guide dogs); signage fixed by you to any wall, fixture or fitting other than that specifically authorised in advance by Trent; encroachment into areas not included on the booking confirmation; obstruction of any corridors, fire escapes, toilets or any other area of the Warehouse; the display of any offensive material.

8. **Behaviour of Event Attendees** - You will make sure that your Event Attendees behave in such a way that they do not cause a nuisance, unreasonable disruption or offence to Trent Vineyard, our employees, or to anyone else using or visiting the Warehouse and we reserve the right to terminate the stay of the person(s) involved or all Event Attendees.

9. **Liability** - You agree to pay any loss or liability of any kind to us or any other person caused by you or any of your Event Attendees and to indemnify Trent in full against all injury (including death) to any persons or loss of or damage to any property which may arise out of any negligence, act of omission by you or your Event Attendees. If any damage caused by your event prevents facilities and services being used whilst the damage is made good, you will be charged for any revenue lost during this period. We advise that you obtain insurance and are fully insured against all losses or liabilities. We cannot accept responsibility for loss of or damage to property or vehicles belonging to you or any of your Event Attendees, however caused.

10. **Services provided by other parties** - Trent cannot accept any liability for any costs connected with services you arrange directly with other providers.

11. **Using Trent's name without permission** - You may not use the name of Trent, our logo, or any photographs of our premises, internal or external, without our prior written permission.

12. **Health & Safety** - You must not allow any unauthorised personnel to use the Facilities covered by the booking and ensure that all Event Attendees comply fully with our Health and Safety policy.

You must ensure that arrangements are in place for any medical emergencies and provide a qualified first aider for any Event with more than 150 Event Attendees.