

**School Business Services**

**SBS House, Marshes End, Upton Road, Poole, Dorset, BH17 7AG**

Name: Contact on Day: Address:

Email: Contact Tel:

**umbers Expected**



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| --- | --- |
| **Purpose of Hire:**  |   |
| **Date Required:**  |   | **Time:** (from) 00.00 | (to) 00.00  |

|  |  |
| --- | --- |
| **Activity**  | **Booking Requirement**  |
| **Room style** (Classroom (30-40), Boardroom (26), Theatre (70), U Shaped (26), Hollow square (26), Cabaret (30)  *(inclusive of plain paper and pen/pencil)*  |      |
| **N** |   |
| **Catering Required:** Tea & Coffee with biscuits Breakfast Lunch  | **Y/N**  | **What time(s)**  |
|   |   |
|   |   |
|   |   |
| **Dietary requirements** (Vegetarian, Vegan, Gluten Free, Allergies) |   |
| **Equipment Required:** Clevertouch Screen Table Cloths Dividers Flip Chart & Pens Extension Leads  | **Y/N**  |
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|   |
| **Clients own equipment** – please specify  |         |

**Terms and Conditions for Meeting Room Bookings**

These terms and conditions form an agreement between School Business Services and any company or individuals wishing to make arrangements for the

booking of meeting rooms, food and beverage or any supplementary services we can provide for you.

**General**

- The terms apply to all services we can provide for you or those you book with. They also apply to any arrangements made with your booking.

- School Business Services should be aware of the reasons for the booking of meeting rooms or any other public area. We reserve the right to review all bookings

at any time.

- The terms and conditions of the client, whilst respected do not supersede those of School Business Services, unless agreed in writing.

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| --- | --- | --- | --- | --- |
| **Conclusion of Contracts/Parties to the Contract/Liability**  |  |  |  |  |
| - Once both parties have signed they become contractual partners. Changes can be agreed with due notice.    |   |   |   |   |

- In the case of any minor or medium negligence, School Business Services will be liable only up to the amount of any rental charge agreed.

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| **Service, Prices and Payment Terms**  |  |  |  |  |  |  |
| -We will at all times do our best to deliver the services detailed in the contract.   |  |  |  |  |  |  |

-The client is obliged to pay for all services requested, including any additional or third party services contracted in connection with the booking.

- The outstanding balance needs to be settled in full 14 days prior to the event. We accept payment by BACS or Cheque which should be made payable to

“School Business Services Ltd”. If you are booking within 14 days of the event, we will require full payment at the time of booking.

-You are welcome to use your own equipment for the purposes of your event. School Business Services will not be held liable for any claim arising from the use

of this equipment and reserves the right to claim for any damages resulting in such use.

**Clients use of the Conference Suite**

The Client and persons attending the function shall:

(a) Comply with all licensing, health and safety and other regulations relating to the SBS premises.

(b) Not carry out electrical or other works on SBS premises including amplification and lighting without School Business Services prior written consent.

(c) Not bring any dangerous or hazardous items into the SBS premises.

(d) Not consume any food or drink in the Conference Suite not supplied by School Business Services or its authorised caterers without School Business Services

prior written consent.

(e) Not act in any improper or disorderly manner, leave promptly at the appropriate time and comply with all reasonable requests made by School Business Services employees.

(f) Not bring or allow to be brought liquor from outside the Conference Suite for consumption during a function at School Business Services.

(g) Any person or item in breach of these conditions may be refused admission to or be removed from the Conference Suite.

**Cancellation by School Business Services**

School Business Services may cancel the bookings under the following circumstances:(a) If the Conference Suite or any part of it is closed due to circumstances outside its control. Force Majeure, which includes war, threat of war, riots, civil disobediences or strife, industrial dispute, terrorist activity, natural or industrial disaster, fire, adverse weather conditions or any unforeseeable or unavoidable event beyond the companies control.(b)If the Client becomes insolvent or enters into liquidation or bankruptcy.(c)If the Client is more than 14 days in arrears with any payments to School Business Services.(d)Breach of these conditions;(e)If it may prejudice the mutation of or cause damage to the Conference Suite. (f) In such an event the Conference Suite will refund any advance payment made but will have no further liability to the Client**.**

**Cancellation by the Clients**

If the Client cancels a reservation less than 30 days in advance, School Business Services reserves the right to claim the following sums as a cancellation fee:

-More than 30 days no cancellation fee

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| -8 to 30 days 50% cancellation fee    |   |   |   |   |   |   |   |   |   |   |
| -0 to 7 days 100% cancellation fee    |   |   |   |   |   |   |   |   |   |   |

**Changes to your arrangements**

-If you need to change numbers, timing, food, drink or equipment we are happy to help you. Charges maybe re-assessed according to the client's change of

arrangements. Please confirm any of these in writing as it effects our contract with you. Should additional numbers occur on the day of the event you will be

invoiced separately following the event.

**Advertising** School Business Services is a registered Brand of which we are proud to see advertised. However, any use of our name or logos by any party outside the Company must be with written permission by the SBS Marketing Department. Any misuse or misrepresentation will result in prosecution.

**Food and Beverage**

-School Business Services reserve the right to apply a charge for food and beverages, the cost for this will be invoiced as part of the booking prior to the event.

**Technical Equipment and Installations**

- School Business Services provide a range of technical equipment for use by the client, please request this upon booking.

-Where equipment is hired and installed for a client's event, then the client accepts all liability and expense. Should damage occur to the equipment through misuse, the client exonerates School Business Services from any liability arising. Installation of any electrical equipment not belonging to School Business Services needs the companies written permission. The client is responsible for the proper use of their equipment while in the venue. Any damage caused to the venues installations will be charged for.

**Loss or damage of client's equipment**

-It is the client's responsibility for bringing any equipment or personal belongings onto School Business Services premises. School Business Services is not held liable for any loss or damage. Any decorative materials brought onto the premises must comply with Fire Protection Regulations. Proof of this may be requested. No items should be attached to the walls without consultation with the Events Co-ordinator.

-Equipment should be removed immediately after the event. Interruption of any future events by equipment left on the premises may incur a charge.

**Liability**

-School Business Services will not be liable to the client and/or persons attending the function for injury (including death) to persons or loss or damage to

property, only where and to the extent that it has been negligent but otherwise be under no liability to them whatsoever.

-The client will be liable for any loss or damage to the Conference Suite. This includes walls, light fittings and equipment. This comprises of items hired for their

use, or injury to any person including events staff and shall guarantee School Business Services against any loss or liability.

-The client is advised to consider arranging insurance for the function covering public liability and loss or damage to its property and that of the persons

attending the function.

-The full cost of repairing or replacing the Venue’s property as a result of damage or breakage or removal of the property will be charged to the client.

Please read carefully this document before signing below.

**I agree to be bound by the above written terms and conditions.**

Name …………………………………………………………

Signature …………………………………………………… Date …………………………………...