

The Conference and Meeting Room Suites Booking Form

Event Details

Date of Booking: Is the date fixed? Yes No If no, please give any alternative dates

Time of Booking: Arrival/Registration
Finish
Set Up time
Clear Up time
Please include: sufficient set up/clear up times (charged at minimum of 30 minutes)

Type of Booking: Seminar/Presentation Meeting Networking Other
Please specify

Max Numbers attending event Guests Hosts/Speakers

Do we need to make any reasonable adjustment/s for any guests? Yes No If yes, please state nature of any adjustment/s

Organiser Job Title
Tel No Email Mob No

Name of contact on the day (if different)
Tel No Email Mob No

Organisation Name Postal Address

Your Accounts Dept details If your organisation requires a PO Number on the invoice, please provide:

To whom should we address the invoice?

Is your organisation a: Corporate Member Individual Member Non-member Sponsor

Equipment Requirement and Room Layout

Please specify

Projector Laptop Flip Chart Other

Conference Room set up Theatre Amphitheatre Boardroom Other *Please specify*
Cabaret Classroom Networking

Catering

Tea, coffee and still water are complimentary.
 Please note we do not have facilities to heat food or keep large quantities of food chilled.
 To order on your behalf, we require at least one week's notice.

Will refreshments be required? Yes No

If so, when would you like them? On Arrival During Break Time Afterwards Time

Will you be organising outside caterers? Yes No If yes, name of company

Contact Tel No

Order Details Delivery time & date

Are plates/serving dishes to be collected after the event? Yes No If yes, provide time and date

If you are organising your own food, will you require: Serving Plates Serving Bowls Other Please specify

Will you be using Paper plates/napkins Our China plates A hire company?

If so, name of hire company

Contact Tel No

Order Details Delivery time & date

Post event collection time and date

Will drinks be served? Yes No If yes, do you require use of our: Long stemmed wine glasses Yes No Highball/tumblers Yes No

Will you be having the drinks delivered? Yes No If yes, name of company

Contact Tel No

Order Details Delivery time & date

Other information/details:

Please do let us know as soon as possible and in any event no later than 7 days before the booking if there are any material changes to your requirements

By signing the Booking Form you confirm you accept our booking terms and conditions.

Signed Print Name Date

Office Use Only

Room Rate	<input type="text"/>	Refreshments	<input type="text"/>	Equipment Hire	<input type="text"/>	Membership Status	<input type="text"/>
Crockery Hire	<input type="text"/>	Glass Hire	<input type="text"/>	Inv No	<input type="text"/>	Paid	<input type="text"/>

Terms & Conditions for Conference and Meeting Rooms

These are the terms and conditions of the Contract between you and Bristol Law Society ("BLS" or "us") for your booking.

By signing the attached Conference and Room Hire Booking Form ("the Booking Form") you confirm that you accept these terms and conditions.

1. Completing and paying for your booking

In order to confirm your booking, you will need to complete the following steps:

- return the signed Booking Form to us 21 days before the booking or if booking less than 21 days in advance of the date of use, by return;
- for security reasons, confirm to us the final numbers and names of users 3 days prior to the booking and, if booking less than 3 days in advance of the date of use, on booking; and
- pay our invoice in full by cheque or bank transfer on confirmation of the booking (Account details to be provided on booking).

We reserve the right to charge a refundable deposit for events where food and drink are being served.

2. Cancellation by Bristol Law Society

We will be entitled to cancel the booking without any liability to you (including loss suffered, expenditure incurred or wasted costs) at any time if:

- the booking may prejudice the reputation of BLS;
- there are any changes in the booking requirements which BLS cannot accommodate;
- the booking is cancelled for any reason outside the direct control of BLS; or
- any of the steps in section 1 are not completed.

Under any other circumstances, save to the extent that liability cannot be excluded by law BLS' total liability to you for any loss arising from breach of contract or negligence or on any other basis shall be limited to the amount of the relevant booking fee.

3. Cancellation by the Client

If you cancel your booking you may incur cancellation fees on the following basis:

Hawkswell Conference Room

- if you cancel a booking 21 days before a booking is due to take place any prior payment will be refunded, and no cancellation fees will apply;
- if you cancel a booking between 21 days and up to 7 days before a booking is due to take place you will be entitled to a 50% refund of any prior payment received and BLS shall retain a 50% cancellation fee or if the invoice is not yet paid then you are liable for 50% of the Booking Fee;

- if you cancel a booking within 7 days of the date of use you will not be entitled to a refund and BLS shall be entitled to receive full payment.

Meeting Rooms (Exton, Tuckett, Hicks and Gaskell)

- if you cancel a booking of less than 3 hours duration more than 5 days before the date of use of a single room you will be entitled to a full refund;
- if you cancel a booking of less than 3 hours duration made on or less than 5 days before the date of use of a single room you will be charged the full amount;
- any booking over 3 hours in duration is subject to the above Hawkswell Conference Room cancellation and refund terms.

4. Condition and use of the Facility

- You will be responsible for leaving the Conference and other rooms used clean and tidy and in good condition;
- You will be liable for the cost of any damage done to any Meeting Rooms during your booking;
- You will be responsible for the behaviour of those using the facilities for your booking;
- We reserve the right to deny access or to eject anyone using the Meeting Rooms who does not behave in an appropriate manner (at BLS' sole discretion); and
- Candles may not be used in the building;
- The premises are not licensed for the sale of alcohol;
- Music or loud audio presentations may not be played after 8pm;
- Any external IT/audio equipment that is to be plugged into our network must be PAT tested and a certificate must be provided to BLS upon request.

5. Insurance

You shall, at your own expense, obtain and maintain in full force and effect during this Agreement public liability insurance and third-party insurance of not less than £1M. We reserve the right to request copies of your insurance policies.

6. Third Parties and Legal

This contract shall only be enforceable by you and us and shall be governed by English Law and subject to the jurisdiction of the English Courts

7. Definitions

- i. 'Agreement' means the acceptance by BLS and the Client of a specific booking or a series of bookings;
- ii. 'you' means the organising body responsible for organising and payment of the booking;
- iii. 'Contract' means these Terms and Conditions together with the Agreement.