

The Mediation Suite Booking Form

Mediation Details

Date of Booking:	<input type="text"/>	Is the date fixed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, please give any alternative dates	<input type="text"/>
Arrival Time:	<input type="text"/>	Finish Time:	<input type="text"/>			
Number of parties:	<input type="text"/>	Number of Rooms:	<input type="text"/>	Total number of people:	<input type="text"/>	
Name of Mediator	<input type="text"/>					
Organisation	<input type="text"/>					
Name of Organising Firm	<input type="text"/>					
Contact	<input type="text"/>	Job Title	<input type="text"/>			
Tel No	<input type="text"/>	Email	<input type="text"/>	Mob No	<input type="text"/>	
Do we need to make any reasonable adjustment/s for any guests?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, please state nature of any adjustment/s	<input type="text"/>		
Your Accounts Dept details	<input type="text"/>	Postal Address	<input type="text"/>			
In whose name should we raise the invoice?	<input type="text"/>	If your organisation requires a PO Number on the invoice, please provide:	<input type="text"/>			
Is your organisation a:	Corporate Member <input type="checkbox"/>	Individual Member <input type="checkbox"/>	Non-member <input type="checkbox"/>			

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 on arrival? Yes No Further refreshments are available at our complimentary drinks machine.

Is lunch required? Yes No

Ordering directly with caterers (our preferred option) we require:

Estimated time of delivery **Name of caterer**

Details of order placed

Which party is the catering for?

When placing the order, please give them our telephone number **(0117 9458 486)** in case of difficulties on the day.

Catering (continued)

Ordering with us we require:

Number of people Budget Per Person (excl VAT)

Which party is the catering for?

Dietary requirements

To whom should the invoice be raised?

We will then send you an invoice for payment **in advance** of your meeting. Cancellation terms will be in line with the cancellation policy of the catering company used.

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

Terms & Conditions for The Mediation Suite

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 Mediation Suite 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 Mediation Suite and other rooms used clean and tidy and in good condition;
- You will be liable for the cost of any damage done to the Mediation Suite 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 Mediation Suite who does not behave in an appropriate manner (at BLS's sole discretion); and
- 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.