

Conferences Terms & Conditions

BOOKINGS

Provisional bookings should be made through the Pearse House Conference Office and confirmed in writing within 14 days by completing the booking form with details of the requirements. On returning the form the hirer will be bound by these terms and conditions.

Conference rooms will be allocated according to the number of delegates.

In the event that a hirer does not vacate the accommodation at the allotted time, the hirer will be charged for the cost of the next session plus the cost of compensating the next hirer for consequential loss.

Pearse House reserves the right to refuse a booking or to vary the rooms allocated.

PAYMENTS

The payment conditions are as follows:

1. Payment to be made on the day of event or within 14 days from date of invoice. If after 30 days no payment has been made, we reserve the right to charge a supplement of 30%.
2. Payment should be made to Riamoor Ltd.

PAYMENT METHODS

The payment conditions are as follows:

1. Payments can be made by BACS, Cash, Cheque or Credit Card (American Express & Diners not accepted).
2. Payment should be made to Riamoor Ltd. Barclays Bank, Sort Code 20-36-98, Account Number 80744425.

FINAL NUMBERS

Final numbers should be given no less than 14 days before the event.

CANCELLATIONS

Cancellations must be made in writing and is effective only when received at Pearse House.

The charges are as follows:

1. Less than 14 days – 100% payable.
2. Less than 24 days – 50% payable.

FOOD & ALCOHOL

No food or alcohol may be brought into Pearse House or any of the buildings therein.

SMOKING

Pearse House is a smoke-free establishment and operates a no smoking policy in all its buildings.

PROPERTY & VEHICLES

Pearse House accepts no liability for any damage to vehicles or other property whilst on the premises.

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REDECORATION & MAINTENANCE

Redecoration both internal and external will take place from time to time. You are therefore entering into this agreement to hire the facilities on the understanding that essential work may be in progress at the time of your event. Pearse House will endeavour to give as much notice as possible of any proposed work.

UNEXPECTED OCCURRENCES

Pearse House shall not be liable for any loss due to the cancellation or non-provision of any services due to circumstance outside its control. Except where Pearse House is proved to have been negligent, the maximum compensation payable will be the return of the hirer's room hire charge.

DUTIES OF THE HIRER

The hirer must agree to the following duties which, if not observed, may give rise to a claim for compensation and the refusal of any further bookings.

- To pay for any damage caused.
- Not to use the accommodation for any purpose other than that stated at the time of the booking.
- Not to assign the booking to any other person or group.
- If required by Pearse House, to supply to its management for approval a copy of the programme of any entertainment planned by the hirer not less than seven days before the presentation of such entertainment.
- To be responsible for the good conduct of all persons attending functions and not to put at risk the liquor and entertainment licences.
- To accept the hirer's own property is brought onto the property at the hirer's own risk and that Pearse House accepts no liability for loss or damage.
- Not to interfere with the services, gas, water, electricity etc.
- Not to fix anything to the premises, blue tack, white tack, pins etc.
- Not to block fire exits.
- Not to place or cause to be placed anywhere, any illegal notices (fly posting) for any event that has been booked at Pearse House.
- To indemnify Pearse House against any cost claims expenses or damages suffered as a result of the use of accommodation by the hirer.
- To comply with all reasonable requirements of Pearse House.
- To ensure that any complaint arising out of the accommodation hiring and/or the provision of catering services is made in writing to Pearse House within seven days of the occasion of such complaint.

I confirm I have read the conditions of the contract issued by Pearse House and agree to the conditions:

SIGNATURE :

PRINT NAME : COMPANY :

DATE : POSITION :