



## TERMS AND CONDITIONS

Sheffield Assay Office - Hospitality wishes to inform all clients holding an event of the following terms and conditions.

### Booking and Payment

- Bookings can be provisionally held for 10 working days but must be secured by written confirmation either posted or via e-mail. If contact has not been made within this time, the date will be released for further enquiries.
- Sheffield Assay Office - Hospitality has the right to request the payment of a non-refundable deposit of £250.00. This is at the discretion of the Events and Hospitality Manager. You will be advised at the time of booking and this must be paid to secure your reservation.
- All the information on the booking form must be completed at the time of securing the reservation.
- Sheffield Assay Office - Hospitality will charge for the final confirmation number or the total number attending, whichever is the greater.
- Full payment is due on the day of the event. Credit invoicing will only be authorised if credit checks are approved. Credit invoice payments must be made within the following 30 days after your event.

### Cancellation

#### A) By Sheffield Assay Office - Hospitality

- The event may be cancelled shall any of the following circumstances occur:-

- i) The venue or any part of it is closed due to circumstances out of Sheffield Assay Office - Hospitality's control.
- ii) Insolvency of the client.
- iii) Any other circumstance which in the sole opinion of Sheffield Assay Office - Hospitality would lead to either the reputation of the venue being damaged or damage being caused to the property.

As a result of the above Sheffield Assay Office - Hospitality will refund any advance payments and absolves itself from any further liability.

#### B) By the client

- Cancellations must be confirmed by the client in writing, a minimum of 14 days before the start time of the event, becoming effective from the date received by Sheffield Assay Office - Hospitality. If cancellation is within the final 14 days cancellation charges of 75% of the total invoice will be incurred.

### Damages and Loss to Persons or Property

- Any damages to any part of Sheffield Assay Office - Guardians' Hall, its contents and surrounding areas (including, for the avoidance of doubt, any car parking area or fencing) by your guests, whether invited or attending, including any subsequent loss of revenue will be payable by you the client.

- Sheffield Assay Office - Hospitality will not be held responsible for any loss or damage to any article brought onto the Sheffield Assay Office - Guardians' Hall premises.
- Sheffield Assay Office - Hospitality will not be held responsible for any guests or visitors attending your event who sustain injury or suffer any accident while visiting or participating in your event.
- Any food and drink consumed on the premises will be provided by one of the caterers on the Sheffield Assay Office - Hospitality approved list. Any exception to this rule is to be agreed in writing in advance of the booked event.
- The Sheffield Assay Office - Hospitality will not be liable in any way for the failure, breach of contract or negligence by any caterer.

### General

- Sheffield Assay Office - Hospitality does not insure any items brought onto Sheffield Assay Office - Guardians' Hall premises, adequate insurance is therefore the sole responsibility of the client.
- It is the obligation of the client and guests to comply with regulations and requirements enforced by Sheffield Assay Office - Hospitality and its staff.
- Clients and their guests are not permitted to bring any illegal substances onto Sheffield Assay Office property. If these items are found it will result in the event being stopped and the guests being escorted off the premises.
- The client and their guests are not permitted to attach anything to the walls, floors or ceilings.
- Special requirements must be discussed with the Events and Hospitality Manager at the time of booking.
- Sheffield Assay Office - Hospitality will take all reasonable steps to fulfill its obligation in respect of any event. However, it reserves the right to offer alternative or at least an equivalent standard of facilities at no extra cost to the client.
- Notwithstanding the above terms and conditions Sheffield Assay Office - Hospitality will not be liable to perform its obligations as a result of the following:-

- Flooding
- Fire
- Strikes
- Acts of God
- Civil commotion
- Failure of service