

# TERMS & CONDITIONS OF BUSINESS

## 1. DEFINITIONS

“The Restaurant” means “The Reform Social & Grill”. The “Client” means the person, firm, company or other organisation with whom the Restaurant agrees to provide an event at the premises.

## 2. DEPOSITS & PAYMENT

The following percentages of the anticipated total cost to the Client of the event as stated in this contract shall be paid by the Client to the Restaurant, unless otherwise agreed, at the following times:

(a) 50% deposit to be paid upon signing the confirmation.

The deposit figures are based on anticipated total revenue including Food & Beverage.

Should the Client wish to apply for credit, an application form is available on request. The Restaurant reserves the right to recheck the client's credit status at any time before the event date and reserves the right

to ask for a deposit if there is a change in the Restaurant's assessment of the client's financial situation. Final payment for the event is due on the night.

Company cheques are to be made payable to The Reform Social Grill.

## 3. NUMBERS IN ATTENDANCE

(a) The client shall give details of final numbers attending the event not less than 3 days beforehand.

The acceptance of any increase over the previously advised numbers will be at the restaurant's discretion. The restaurant will levy additional charges at the agreed rate per guest.

(b) For all events, the Restaurant reserves the right to revise charges quoted should the number of persons attending the event vary by more than 2 people.

## 4. FOOD AND BEVERAGES

The Client will ensure that no food or beverages of any kind are brought onto the premises by the Client or any of the Client's guests, invitees or any other persons attending the event unless previously agreed in writing between the Restaurant and the Client. Should the Client bring in their own food or beverages without prior agreement the Client will be charged £30.00 per delegate.

## 5. RESTAURANT SERVICE CHARGES

A discretionary service charge of 12.5% will be added to all Food & Beverage item when the Client is dining in the Restaurant or Bar as well as events/parties being held in the Red Room.

## 6. FIRE EXITS

The Client shall ensure that all persons attending the event shall use such entrances and exits as may be designated by the Restaurant. Restaurant exits and gangways must be kept free from obstructions and fire exits must be clearly visible at all times.

## 7. DAMAGE TO PROPERTY

(a) The Client shall take all reasonable precautions not to damage any Restaurant property.

(b) The Client shall ensure that nothing shall be affixed to the floors, walls, ceilings or columns of the Restaurant accommodation reserved by the Client for the event by nails, screws, drawing pins or other means or suspended from the roofs or ceilings thereof unless previously agreed with the Restaurant.

(c) The Client shall be informed as soon as possible after the conclusion of the event of any loss or damages to Restaurant property.

(d) The Client shall be debited for the total cost of repairing or replacing Restaurant property that may have been damaged, broken, lost, or stolen, even should the responsibility for this be attributed to someone the Client may have subcontracted.

## 8. NOISE

The level of the noise produced by sound equipment shall be kept within reasonable level at all times.

## 9. RIGHT TO EXCLUDE OR EJECT PERSONS

We reserves the right to exclude or eject, as it thinks fit and reasonable, any persons from the event or the Restaurant premises who it shall consider objectionable including any engaged by the Client to provide entertainment or perform any other duties at the event.

## 10. FRUSTRATION OF THE CONTRACT

If the Restaurant is prevented or hindered from carrying out its obligations hereunder by circumstances beyond its reasonable control including government intervention, strikes, labour disputes, accidents, Acts of God, national or local disasters or war then the Restaurant's liability to the Client shall be no greater than the amount paid by the Client

to the Restaurant in respect of the event. If for reasons beyond the Restaurant's reasonable control the accommodations so reserved cannot be made available to the Client the Restaurant reserves the right to substitute similar or comparable accommodation for the event and such a substitution shall be accepted by the Client as satisfactory performance by the Restaurant of its obligation hereunder to provide the accommodation so reserved.

## 11. WASTE

No waste material such as packaging shall be left in the corridors or elsewhere on the Restaurant premises and the Client must ensure that any such waste material is immediately removed from the Restaurant premises.

## 12. EVENT CANCELLATION / REDUCTION IN NUMBERS / MINIMUM NUMBERS

(a) The Restaurant reserves the right to cancel the booking or reservation for the event, in the event of the Client failing to perform any of its obligations herein.

(b) Should the client have to cancel, or reduce the numbers for its booking, this must be done so no less than 24 hours prior to the booking time. A cancellation fee of the total per head spend will apply for each cancellation.

## 13. LOGO

The Restaurants name/logo may be used in publicity, once a proof of the promotional material has been agreed with the restaurant.

## 14. VAT

All Prices quoted include VAT. This shall be at the rate prevailing when the contract was prepared and is subject to alteration should the rate change.

## 15. CIVIL LIABILITY

Subject to its liability under the Restaurant Proprietors Act 1956 the Restaurant will not be liable or responsible for any jewellery, luggage, clothing or other property of the Client brought onto the Restaurant premises by the Client.

## 16. AV EQUIPMENT

The Restaurant will ensure that prior to the event any AV equipment belonging to the Restaurant, that has been requested for use beforehand shall be in excellent working order. The restaurant takes no responsibility for any technical errors that occur before or during the event with equipment not belonging to the Restaurant, which includes own laptops, CD's , projectors or PA apparatus or any additional equipment not here listed. Clients are advised to ensure that a thorough technical check is carried out within an appropriate time of the start of the event where appropriate.

## 17. All prices are subject to change

Signed .....

Name .....

Position .....

Date .....