

# Reservation Booking Form



Resource for London Account

**Account Ref:** Resource  
**Contact Name:**  
**Telephone:**  
**Email:**  
**Booking Ref:** 113537  
**Start Date:** 07/12/2023 10:00  
**End Date:** 07/12/2023 11:00

Time	Item	Reference Text	Qty	Net
07/12/2023 10:00	Seminar Room 4	10:00 to 11:00	1	£0.00
<b>Net Total</b>				<b>£0.00</b>

## Notes

15 U shape. Owl and TV

**THESE ITEMS ARE SUBJECT TO VAT**

## TERMS AND CONDITIONS

### Conditions for the Hire of Rooms

1. Resource for London ("the Company") accepts the request for the hire of rooms ("the Booking") upon the terms and conditions set out below. The person making the request is "the Customer". The terms of the Booking may only be varied by the written consent of the Company by an authorised representative of the Company.

2. The Company reserves the right to refuse entry to persons if, in the Company's opinion, such persons cannot be safely accommodated in the rooms allocated or if such numbers would be likely to cause a breach of any regulations affecting the Company. At the Company's discretion, and subject to availability, additional rooms may be made available, with the Customer's consent, to accommodate additional persons. In such event an additional charge will be made for the accommodation made available.

3. a. An initial payment of 100% of the anticipated total cost to the Customer as notified to the Customer by the Company shall be paid by the Customer to the Company at the time the Booking (within 14 days) by the Company.

b. The Company reserves the right to retain any payments received when a cancellation is made of the Booking in accordance with the cancellation charges set out in clause 4.

c. The Company reserves the right to cancel the Booking (and, where appropriate, require the Customer and its staff, employees and invitees to leave) in the event of the Customer failing to perform any of its obligations herein.

4. If this contract shall be terminated or cancelled by the Company in accordance with 3C above, or by the Customer, the Customer will pay the Company (together, where chargeable, with the Value Added Tax) the following fees:

For bookings under £10,000 100% of the anticipated total cost at the Company's current normal charges if the termination or cancellation takes place within 14 days of the event date; 50% of such amount if the termination or cancellation takes place 15-30 days before the event date. 10% administration fee will be charged if the cancellation takes place 31-45 days before the event date.

For bookings over £10,000 100% of the anticipated total cost at the Company's current normal charges if the termination or cancellation takes place within 14 days of the event date. 50% of such amount if the termination or cancellation takes place 15-30 days before the event date. 10% administration fee will be charged if the cancellation takes place anytime between the confirmation date and 31 days prior to event date.

5. a. The Company's liability to the Customer if it fails to carry out its obligations shall be no greater than the amount already paid by the Customer to the Company in respect of the Booking.

b. If for reasons beyond the Company's control the accommodation reserved cannot be made available to the Customer the Company reserves the right to substitute similar or comparable accommodation and such substitution shall be accepted by the Customer as satisfactory performance by the Company of its obligations hereunder to provide the accommodation so reserved.

c. The Company does not accept liability for the loss or damage to any object, equipment, furniture, stock or other property of any sort brought onto the premises by the Customer or hired by the Company on the Customer's behalf howsoever such loss or damage may occur except as a direct result of the Company's negligence in which case the Company's liability is limited to a maximum of £100 per item or a total of £2,500.

d. The Customer acknowledges that any such objects, equipment, furniture, stock or other property of any sort will remain under the control and care of the Customer and that the Customer is in the best position to insure such property and accordingly it is reasonable for the Company to exclude liability for such property to the extent excluded hereby.

e. The Customer takes responsibility to risk assess the space and equipment provided by the Company to the requirements of their event.

f. Nothing in the clause affects the Company's liability for personal injury or death suffered by the Customer as a result of the Company's negligence.

6. The Customer agrees the Company's premises shall be vacated at the time agreed between the Customer and the Company.

7. The Customer agrees to pay the Company's charges for any goods and service provided by the Company at the request of the Customer or any person purporting to act on behalf of the Customer and having ostensible authority to do so other than those the subject of other provision of this contract.

8. The Customer will take every precaution not to damage nor injure any person or any property of the Company. The Customer shall satisfy all claims founded on any such

damage or injury whether such claims are made by the Company or by a third party against the Company or the Customer. The Customer agrees to indemnify the Company from and against claims by third parties (including the employees, staff and sub-contractors of the Customer) in connections with the Event. Notwithstanding the foregoing nothing in this condition shall render the Customer liable in respect of any death, injury or damage caused solely by any negligent act or omission of the Company, its servants or agents.

9. The Company accepts no responsibility for the property of customers and guests of events. Personal belongings should be kept on/with the person at all times.

10. a. The Customer will ensure the orderly and seemly conduct of all persons using the Company's facilities. The Company reserves the right to exclude or reject any persons from the Premises whom it shall reasonably consider objectionable and the Customer will be liable for any liability arising thereby save where the Customer establishes negligence or bad faith by the Company. b. The Customer will provide full details of the function in respect of which the Booking is made and any other information which the Company may require.

c. The Customer will ensure that the function will not be conducted and that persons attending it will not behave in any way which will or may constitute a breach of the law or cause a nuisance or be an infringement of or occasion for or render possible forfeiture or endorsement or non renewal of licences for the remises or conflict with the Company's fire certificates.

11. a. No food or beverages of any kind may be brought to the premises by the Customer or any of the persons attending the function.  
b. No food or beverage items obtained other than from the Company may be consumed on the premises.

12. COVID-19 Clause Both parties acknowledge the ongoing COVID-19 crisis in the UK and accept their obligation to comply with any official guidance from UK Government. The parties agree to communicate without delay any issues they may have in performing their obligations under this agreement.

You [The customer] acknowledge that COVID-19 regulations imposed by the government may require us to take one or more of the following measures for the safety of our staff and the safety of delegates attending the event to which this booking relates:

- (i) impose maximum delegate numbers at the event;
- (ii) limit food or drink availability;
- (iii) impose specific requirements regarding personal protective equipment such as the wearing of masks;
- (iv) limit any planned entertainment for your event;
- (v) designate alternative entrance and exit routes.
- (vi) request delegate details to support contact tracing

In some circumstances we might consider revising your booking fee if the room you have cannot accommodate the numbers needed due to 2m social distancing rule.

If we are obliged to close our venue, due to specific Government restrictions, we may offer you an alternative date for the event but if that cannot be agreed the booking will be deemed cancelled and your deposit will be returned in full with no further payment required.

Updated: July 2020