

**New Life Enterprises Ltd**

**Conference**

Booking Agreement

**TERMS AND CONDITIONS**

**1. Introduction**

- a. This agreement is between New Life Enterprises Ltd, 22 Newland, Lincoln LN1 1XD and..... of ..... (hereafter referred to as 'the client').

The terms of this agreement relate to the conference booking detailed on the attached Schedule. Either party in writing may vary the terms of this agreement provided both parties sign this variation.

**2. Booking Arrangements**

- a. Should the client wish to pay in full prior to the event your conference rate will be discounted by 5% upon prior agreement. In which case, payment should reach New Life Enterprises Ltd at least 2 weeks prior to the event.
- b. The client will confirm final details of the event by return of this agreement and any attachments at least 2 weeks prior to the event.
- c. The client will confirm actual numbers for your event at least 2 days prior to the event should they differ from original specification.

**3. Variation to this Agreement**

- a. If confirmation details differ significantly from those highlighted in this agreement, or the client decides to make additional alterations to the event, they should notify New Life Enterprises Ltd of this in writing as soon as possible as this may affect the terms of this agreement.
- b. New Life Enterprises Ltd will make every effort to accommodate any last minute changes but cannot be held liable if this proves not to be possible within the given timescales.

**4. Making Payment & Invoicing**

- a. A 20% deposit is required on all bookings costing in excess £500. This deposit must be paid in full at least one week in advance of your booking.
- b. New Life Enterprises Ltd will invoice you under the terms of this agreement within one week following your event unless other arrangements have been made which are detailed in this agreement. The invoice will allow for any special arrangements and/or deposit paid prior to the event. The invoice should be settled strictly within 14 days of issue.
- c. New Life Enterprises Ltd reserves the right to levy an additional charge of 2.5% above Barclays Bank plc base rate on all or part of the overdue monies from the 15<sup>th</sup> day after the due date of payment of the invoice.
- d. Unless otherwise stated, booking charges include VAT at the standard rate applicable at the time of invoicing.

**5. Cancellation or Postponement by the Client**

- a. If the client needs to cancel or postpone the event they must contact New Life Enterprises Ltd as soon as possible.
- b. In the event of the client cancelling the event, New Life Enterprises Ltd will endeavour to re-hire the facility. The client will be liable to pay 60% of the booking fee should they cancel at any time. If however, New Life Enterprises Ltd is able to re-hire the facility a charge will be made which represents the difference between the replacement booking fee and the client's agreed booking fee. If the re-hire of the facility generates more revenue for New Life Enterprises Ltd than the client's booking, the client shall only be liable to pay an administration charge of 15% of the booking fee.
- c. If the client postpones the event and sets a future date at the time of postponement, the client will be liable to pay an administration charge of 15% of the booking fee.

**6. Cancellation by New Life**

- a. If New Life Enterprises Ltd for whatever reason has to initiate cancellation of the event, every effort will be made to re-locate the event on behalf of the client at a suitable and comparable facility in the Lincoln area. If New Life Enterprises Ltd is unable to arrange this, or the arrangements offered are not accepted by the client, all monies paid to New Life Enterprises Ltd will be refunded to the client thereby ending any liabilities between the two parties.
- b. Conditions under which New Life Enterprises Ltd reserve the right to cancel the event or terminate this agreement without liability to the client include:
  - i. If the event, in our reasonable opinion, could prejudice the reputation of New Life Enterprises Ltd.
  - ii. If the client has previously contravened any other agreement between themselves and New Life Enterprises Ltd .
  - iii. If the client organisation makes a voluntary arrangement with their creditors or becomes subject to an administration / bankruptcy order or goes into liquidation (other than for the purposes of amalgamation or reconstruction).

**7. Miscellaneous**

- a. Should the client elect to use external suppliers for the event, New Life Enterprises Ltd should be notified of the details of those suppliers, and the suppliers will be fully responsible for complying with statutory regulations that affect their agreement with the client and New Life Enterprises Ltd.
- b. The client is responsible for covering the cost of repair to any part of the property or equipment damaged or theft caused by the client, external suppliers or event delegates.
- c. New Life Enterprises Ltd does not accept liability for damage or theft of property belonging to the client. Property is brought into New Life Enterprises Ltd purely at the owner's risk.
- d. Prior approval should be obtained from New Life Enterprises Ltd should the client need to affix items to walls and ceilings as a part of the event which would cause potential damage to the decorations of rooms.
- e. Unless otherwise agreed with New Life Enterprises Ltd no food purchased outside of New Life Enterprises Ltd should be consumed on the premises. New Life Enterprises Ltd is not licensed for the sale, purchase or consumption of alcoholic beverages.
- f. New Life Enterprises Ltd is a 'smoking free' building. Clients are asked to refrain from smoking whilst inside the building.
- g. Whilst New Life has its own Public Liability insurance, this excludes liabilities arising out of the use of the premises by the client. It is recommended that the client has arranged adequate Public Liability Insurance, which includes cover for such hiring.
- h. If the client elects a third party or intermediary to conduct its arrangements for the event, responsibility under the terms of this agreement remain with the client.
- i. English law shall govern the formation, existence, construction, performance, validity and all aspects of this agreement.

**Signed for and on behalf of the Client:**

**Signed for and on behalf of New Life Enterprises Ltd:**

.....

.....

**FULL NAME:** .....

**FULL NAME:** Kairen Blissitt

**POSITION:** .....

**POSITION:** Booking Coordinator

**DATE:** .....

**DATE:**

## Conference Booking Agreement – SERVICE SCHEDULE

<b>Client organisation</b>		<b>New Life Host</b>	Andrew Wright			
<b>Client's contact name, address &amp; telephone no</b>	.....	<b>Group Host at event</b>				
	.....	<b>Nature of event</b>				
	Post code..... Tel no.....	<b>Date(s) of event</b>				
<b>Room[s] required</b>  * = disabled friendly	<input type="checkbox"/> Brayford Suite *	<b>Layout Style</b>	<input type="checkbox"/> Theatre [chairs only]			
	<input type="checkbox"/> Brayford kitchen		<input type="checkbox"/> Boardroom			
	<input type="checkbox"/> Beaumont room		<input type="checkbox"/> Classroom [tables+chairs]			
	<input type="checkbox"/> Lincoln room *	<b>Start &amp; End Time(s)</b>	Start:			
	<input type="checkbox"/> Main church *		End:			
	<input type="checkbox"/> Wigford room					
<b>Refreshments Details</b>	Times required: Arrival    Mid morning    Afternoon <table border="1" style="width:100%;"><tr><td style="width:33%;"></td><td style="width:33%;"></td><td style="width:33%;"></td></tr></table>				<b>Arrival/Departure Times</b>	Arrival:  Departure:
<b>Food Arrangements</b>	Please see page 5 for menu options etc		<b>Number of delegates:</b>			
<b>Equipment requ'd:</b>	<input type="checkbox"/> Laptop Connection only	<input type="checkbox"/> Data Projector	<input type="checkbox"/> TV/Video	<input type="checkbox"/> OHP(s)		
<b>Visual</b>						
<b>Sound</b>	<input type="checkbox"/> PA					
<b>Lighting</b>	<input type="checkbox"/> Stage Lighting – church + Brayford Suite only					
<b>Other</b>	<input type="checkbox"/> Additional Tables	<input type="checkbox"/> Flipchart(s)	<input type="checkbox"/> Disabled access	<input type="checkbox"/> Security/stewards		
<b>Staffing Requirements</b>	Please note there will be an extra charge for some of the above requirements and for personnel to operate PA, lighting and IT. This also includes stewarding if required. Any amendments to your requirements within two weeks of your event will not be guaranteed to be covered.					
<b>Other Services or Arrangements</b>						

### FINANCIAL SCHEDULE

<b>Gross total cost [A]</b>	£	<b>Pre-payment discount [B]</b>	£
<b>Net Total Cost [A-B]</b>	£	<b>20% Deposit to be paid by: Date</b>	
<b>Cheques made payable to:</b>	New Life Enterprises Ltd	<b>VAT Registration Number:</b>	890/7974/64

Please sign and return ONE copy of this agreement to the Booking Coordinator, New Life Enterprises Ltd, 22 Newland, Lincoln, LN1 1XD

Telephone: 01522 542166 Fax: 01522 545860 Email: [kairen@newlifelincoln.org.uk](mailto:kairen@newlifelincoln.org.uk) Website: [www.newlifelincoln.org.uk](http://www.newlifelincoln.org.uk)

## MENU SELECTIONS

### Gold: £8.00 per head

Selection of sliced cooked meats/Quorn selection

Salad Potatoes

Pork Pie/Quiche

Sausage rolls/cheese & onion rolls

Vegetarian options

Chicken Satay/Vegetable samosas

Bread rolls and Butter

Various Salads

A dessert may also be selected at an additional cost of £1.50 per head; this may be Cheese Board, Dessert selection or a combination of each.

### Silver: £5.50 per head

A selection of sandwiches

Sausage rolls/cheese & onion rolls

Pork Pie/Quiche

Vegetarian options

Chicken Satay/Vegetable samosas

A selection of fresh fruits

A cake may also be selected at an additional cost of £1.00 per head.

### Bronze: £3.00 per head

A selection of sandwiches

Sausage rolls/Cheese & Onion rolls

Pork Pie/Quiche

A cake may also be selected at an additional cost of £1.00 per head.

Tea and coffee (and squash if required) is included in the price of each of the above menus, a selection of canned soft drinks can be made available at an additional cost of £1 per head.

Vegan options and other special dietary requirements are available on request.

Seasonal variations may apply and these will be discussed at the time of booking, an example of this may be the option of a bowl of soup in place of another item on the menu during the winter months.

### Please confirm your catering requirements:

Menu selected [please delete]	GOLD	SILVER	BRONZE
Number of delegates to be catered for			
Extras required	Cake	Canned drinks	
Special dietary requirements:			