



Terms and Conditions of Bookings

Booking Conditions:

1. The client agrees to accept full responsibility for all damage to the premises, whether to decoration, carpeting, other fixtures and fittings or otherwise which may occur or arise during the use and enjoyment of the premises by the client, its visitors or agents. Such damage will be repaired (or cleaned or replaced, as appropriate) by and at the reasonable discretion of Unipol but at the sole cost of the client and will be promptly paid by the client.
2. The client and its guests will abide by and observe all requirements, laws, rules and regulations whether imposed by Unipol, or any other municipal or competent authority.
3. The client agrees not to arrange delivery of, or deliver any goods or materials to Unipol without prior notification to Unipol and unless arrangements have been made to accept delivery.
4. The client agrees not to store or place on the premises any flammable, combustible, or objectionable substance or liquid.
5. The client is responsible at all times for the safety and security of any items belonging to them and brought to Unipol. The client will make no claim for and Unipol will not be liable for any accident, loss or damage to any property of the client, its visitors, agents or others, howsoever arising. The client undertakes to be solely responsible for the safety of all property of its visitors, agents or others in and upon or about the premises.
6. Where the client is using electrical, computer, audiovisual or other equipment from Unipol, the client will remain responsible for this equipment throughout the period of their use and/or occupation of Unipol facilities.
7. It is jointly agreed that Unipol has the right to remove and dispose of any goods or articles remaining on the premises upon the expiry of the period of the clients use and/or occupation of Unipol facilities without any liability whatsoever.
8. It is jointly agreed that no food or alcoholic beverages may be brought into the premises by the client, it's visitors, agents, or other persons for consumption upon the premises except by prior notification and agreement with Unipol.
9. The client agrees to confirm, in writing, final required number of delegates or guests attending, at least 48 hours prior to the event.
10. The Unipol name and logo can only be published by the client if Unipol has given written permission to the client to do so.
11. Affixing signs, displays or posters may only be carried out with the authorisation of Unipol and any damage caused will be charged at full repair cost
12. Unipol shall not be liable for any default due to any act of force majeure - god, war, strike, lock-out, industrial action, fire, flood, drought, storm or other circumstances beyond the reasonable control of the company.

Cancellation Policy:

For all meetings and events, the following cancellation terms shall apply:

- (a) Cancellations made in writing and received by Unipol between 0 and 7 days prior to the date of the event are subject to a cancellation charge of 25% on all agreed rates and requirements.
- (b) Cancellations made in writing and received by Unipol more than 7 days prior to the date of the event will not be charged a cancellation fee.

Unipol may cancel the booking without liability whatsoever to the client if:

- the facilities or any part of the offices are closed due to a fire or other emergency, any dispute with employees, or by order of any public authority or any other occurrence beyond the reasonable control of Unipol which shall prevent it from performing its obligations in connection with the booking
- Unipol becomes aware of any significant change in the financial status of the client
- the client is more than 30 days in arrears with payment from previously supplied services by Unipol
- it might prejudice the reputation of Unipol

Unipol reserves the right to cancel any contract without notice, where no signed contract accepting terms and conditions of business exists.

Payment Terms:

In all circumstances, full payment for the room hire plus any additional charges including catering will be invoiced after the meeting. Payment must be made within 30 days. Payment will be accepted by BACS, cheque or credit card.

I have read and I accept the above terms and conditions and I am authorised to make such an acceptance on behalf of the client:

Name _____

Company _____

Position _____ Date: _____

Signature _____