



HOST 2 Ltd

Conferencing Events and Functions Terms and Conditions

To make a booking:

- Go to www.host-somerset.co.uk/meeting-rooms

Terms & Conditions:

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1. Introduction

- i. These are the terms and conditions that apply when you make a booking for a conference or event at a HOST campus
- ii. These terms and conditions do not cover accommodation booked as part of a bedroom reservation. Please see the separate Accommodation terms and conditions.
- iii. We reserve the right to amend these terms and conditions at any time and you should therefore check them each time you make a booking
- iv. The terms and conditions applying to your booking will be those in place on the date that you make your booking

2. Booking

- i. Following an initial booking, we will send out a HOST External C&E Order Form with your event details on for checking.
- ii. The final numbers for the event, delegate list and menu selection must be confirmed no later than 72 hours prior to the date of the event. In the absence of such



- iii. confirmation, the maximum numbers referred to in the event approval details will be charged. No changes should be made after this time. The Conferencing and Events Team will try to accommodate all requests, including last minute, but cannot guarantee any changes within this time period.
- iv. Your booking will not be confirmed until your HOST External C&E Order Form is signed and returned. By signing, as the booker, you are confirming that all information entered is correct.
- v. Any additions, such as additional tea and coffee, made on the day must be made by the event booker or a nominated delegate. The nominated delegate must be made known to the conference and events team prior to the event.

3 Delegate List

- i. A full delegate list is required detailing the transport method your delegates will be using for the event. If delegates do not have a SAP number we do require written notice detailing all attendee(s) without a SAP number stating that the booker takes full responsibility for their delegates' actions whilst on campus. Any delegate under the age of 18 require the express permission of HOST to attend. Events may be postponed or cancelled if this information is not provided.

4 Accessibility

- i. Both campuses are fully accessible. HOST is happy to discuss individual needs and to accommodate special requests where possible. If you have any special requests, please let our Conferencing and Events Team know.

5 Banqueting and food

- i. As part of our terms and conditions, to allow us to ensure the safety of guests with allergies or intolerances, we require you to advise us of any food allergies or intolerances for any attending delegate each time you book a conference or event , no later than 72 hours before your conference date. Please note that this does need to be done before each events the menu changes regularly. Once this information is provided, HOST can provide you with appropriate dishes and food which would be suitable for your delegates and advise which dishes have been prepared to cater for their needs.

6 Access

- i. We reserve the right to access, and you agree to permit our staff, authorised representatives and contractors to access and meeting rooms booked at all times.

7 Accommodation

- ii. If accommodation is required, please refer to the HOST Room Reservation T&Cs.
- i. Bedrooms will normally be available from 14.00 on the first day and must be vacated by 10.00 on the scheduled day of departure unless you have agreed other arrangements with us (including parked cars). Full details can be found in the HOST 2 Ltd Room Reservation T&Cs.



8 Service providers

- i. HOST may, at your request and at our sole discretion, arrange for a service to be provided for your benefit by another person or organisation. If HOST books a service for your event full payment for this will be required at the time of booking. If you, with HOST agreement provide the services yourself any resulting contract will be between you and the person or organisation providing the service, you are responsible for paying their charges directly. We accept no responsibility for their performance of the service. A delegate list of the service providers will be required. Without this information their access to either campus may be refused.
- ii. Food & beverage exclusivity (HOST is the only legal provider of catering or food and beverage services on campus).

9. Payment

- i. If your event total is greater than one thousand pounds full payment is required within 24 hours of the booking confirmation being received.
- ii. If the event total is for less than one thousand pounds the event must be paid in full no less than 3 days prior to the event.
- iii. Please use the following bank details for payment:
 - a. Account Name: HOST 2 Ltd
 - b. Sort Code: 60-23-32
 - c. Account No: 81675976

10 Cancellations

- i. Event cancellation – cancellation of the event within
- ii. 72 hours of the event start – no refunds available
- iii. 7 days of the event start – 50% refund of the total cost of the event plus items already purchased specifically for your event
- iv. 30 days – full refund except where costs have been incurred

11. Events outside of our control

- i. We may also cancel your booking if an event outside of our control (including industrial action, explosion, fire, flooding, failure of power and/or water supplies or emergency evacuation) means that we are unable to make your booked space available to you
- ii. In this case, we will contact you to let you know as soon as possible and issue a full refund
- iii. Save as set out above, we will not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations that is caused by an event outside of our control. This does not affect your statutory rights

12.Expectations of you

- i. You must not:
 - a. smoke anywhere inside any HOST campus premises. This includes the smoking of e-cigarettes. Permitted smoking areas will be identified on site.



Smoking on HOST premises outside of the designated smoking area will result in future bookings being placed in jeopardy

- b. bring any pets onto HOST premises, except for assistance dogs
 - c. bring any potentially dangerous or hazardous materials or equipment onto HOST premises inclusive of any weapon or potential weapon
 - d. use any electrical appliances that may set off the fire alarm system, such as toasters, mini cookers or portable grills
 - e. tamper with any fire alarms or emergency equipment
 - f. remove, damage or destroy any HOST property
 - g. use any of the technology provided by HOST to download or access any unlawful or obscene material; or
 - h. cause unreasonable disturbance to our other guests or any HOST staff
- ii. You must not resell or transfer your booking (or any part of it) nor advertise, market or otherwise offer any HOST booking for sale either on its own or as part of a combined offer. HOST will not honour any bookings made in this way and does not accept any liability for doing so. If you are an agent and wish to book a service at a HOST campus you should contact the conference and events team directly.
 - iii. If you cause damage or loss of any kind to the campus, other guests or their property, or otherwise breach any of these terms and conditions, HOST reserves the right to:
 - iv. hold you responsible for that damage or loss and you shall be liable to pay to HOST on demand the amount required to make good or remedy such damage or loss
 - v. cancel your booking with immediate effect and (if appropriate) eject you from HOST premises
 - vi. retain all sums paid by you and/or charge you the full amount of your reservation; and/or
 - vii. refuse future reservations from you and/or refuse you entry or accommodation at any of HOSTs campuses
 - viii. HOST will not be liable for any refund or compensation in such circumstances

13 General

Frequently Asked Questions (FAQ)

- i. Please see our FAQ on our HOST website www.host-somerset.co.uk for further information about your time at HOST

Your information

- i. We process information about you that you provide when making a booking at our campuses in accordance with our privacy policy and cookie policy. By providing this information you consent (on your behalf and on behalf of each member of your company) to such processing and you warrant that all information provided by you is accurate

The contract



- i. This contract formed when we confirm your reservation is between you and HOST. No other person shall have any rights to enforce any of its terms, whether under the Contracts (Rights of Third Parties Act) 1999 or otherwise

Your rights

- i. As a customer you have certain rights under consumer protection legislation. Nothing in these terms and conditions is intended to affect those rights

Our liability

- i. We accept liability for death and personal injury arising from our negligence or that of our employees and agents. We do not seek to exclude our liability for fraudulent misrepresentation by us or our employees or agents
- ii. We do not accept liability for failure to meet any of our obligations where such failure is due to events beyond our reasonable control
- iii. If we breach these terms and conditions for reasons within our control, we shall only be liable for losses that are direct losses and a reasonably foreseeable consequence of such breach
- iv. We shall not be liable whether in contract, tort (including negligence) or for breach of statutory duty, or in any other way, for any indirect or consequential losses including:
 - a. a loss of income, sales or revenue
 - b. loss of business
 - c. business interruption
 - d. loss of profits or contracts
 - e. loss of anticipated savings
 - f. loss of data
 - g. loss of reputation and/or goodwill; or
 - h. wasted management or office time
- v. Where we are liable to you (save as prohibited by applicable law) our maximum liability to you whether in contract, tort (including negligence) or for breach of statutory duty shall in no event exceed the price of your reservation unless the Hotel Proprietor's Act 1956 applies, in which case our liability will be limited to the maximum prescribed under that Act
- vi. Applicable law
- vii. These terms and conditions, their subject matter and formation (and any non-contractual disputes or claims) are governed by and construed in accordance with English law
- viii. If you are a consumer you and we both agree that the courts of England and Wales will have non-exclusive jurisdiction over any claim arising from, or related to, your reservation and/or stay at any HOST campus. We retain the right to bring proceedings against you for breach of these terms and conditions in your country of residence or any other relevant country. If you are a resident of Northern Ireland you may also bring proceedings in Northern Ireland, and if you are resident of Scotland, you may also bring proceedings in Scotland



- ix. If you are making a reservation, you and we agree that the courts of England and Wales will have exclusive jurisdiction over any claim arising from, or related to your reservation and/or stay at any HOST campus
- x. Severability
- xi. If any part of these terms and conditions is deemed invalid, illegal or for any reason unenforceable then that part will be deemed deleted and will not affect the validity and enforceability of the remaining parts. Any failure by us to enforce our rights or remedies under these terms and conditions or otherwise shall not be construed as a waiver by us of those or any other rights or remedies.
- xii. All rights not expressly granted in these terms and conditions are reserved.

14 Contact Us

- i. If you require further information or have any questions regarding our website then please email info@host-somerset.co.uk if you require any information or have any questions regarding these terms and conditions then please email eventsandfunctions@host-somerset.co.uk or telephone us on 01278 559 382