

# *The Sir Arthur Conan Doyle Centre*

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## *Terms and Conditions of Booking*

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Subject to the terms and conditions, The Arthur Conan Doyle Centre (The Centre) undertakes to provide you (the Hirer) with the facilities and services in the booking form in exchange for paying the charges referred to in quotation. These terms and condition, together with the booking form and quotation comprise the whole contract made by The Centre with you.

### Bookings:

1. The Centre prices are subject to change without notice; all quotations are based on current levels.
2. Provisional bookings will be held for 14 days, longer only on agreement with The Centre's Manager.
3. Bookings will not be confirmed until The Centre has received a signed copy of the terms and conditions.
4. Event organisers should liaise with The Centre Manager with regard to deliveries before and collections taking place after events.

### Use of the Building:

5. This is a non-smoking venue.
6. You will be advised of the Fire Procedures and requested to inform your guests of these.
7. Due to the style and decor of the venue, absolutely no decoration of The Centre is permitted without the prior agreement of The Centre Manager.
8. The Centre requests that you use one of its nominated caterers.
9. Anything likely to create strong aromas are not permitted e.g. candles, oil burners, foods, etc
10. Events should terminate at the stated time; charges will apply to extra time.
11. The Centre is a prestigious venue and it is essential that the furnishings and decor are given due respect at all times.
12. The Centre Manager will carry out an inspection of the premises with the event organiser at the conclusion of the event to ensure that everything is in order.
13. The Hirer will be liable to meet the cost of rectifying any loss or damage to The Centre caused by them or their guests.

### Limitation of Liability:

14. The Centre shall only accept liability for any personal injury sustained by you or any of your guests as a direct result of our negligence. In all other circumstances our liability is excluded to the fullest extent permitted by the law.

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## Cancellation:

15. By The Centre: We shall use all reasonable endeavours to provide the facilities as specified in the quotation. If for reasons outwith our control we are unable to make The Centre available or provide any of the goods or services in the quotation, we shall not be liable for any resulting costs and shall refund any payment made by you less any costs already incurred by us to the date of cancellation by us.
16. By The Hirer: Should you cancel a booking less than 2 months in advance we reserve the right to charge a cancellation fee as follows:

Cancellation 30 days or less	100% of quotation price
Cancellation between 11–30 days	75% of quotation price
Cancellation more than 30 days	Deposit only
17. You must notify us of any cancellation in writing, such cancellation taking effect from the date the notice is received by us. We shall use all reasonable endeavours to mitigate loss by taking such steps as we, at our sole discretion deem appropriate, in order to rebook the available date (any success will be taken into account when calculating the cancellation fee due by you).

## Payment:

18. Full payment for all pre-arranged facilities, equipment and services is requested 14 days prior to the event. An earlier deposit may be requested, depending on time scales.
19. In the case of deposits for Wedding Receptions, these will be non-refundable, although all reasonable effort will be made to secure an alternative booking of similar value.
20. If by prior approval, you are being invoiced after an event, the payment due by you shall be payable within 28 days of the relevant invoice. If you fail to make payment in full we shall be entitled to charge you interest on a daily basis on the amount unpaid at 4% per annum above Bank of Scotland base lending rate from time to time in force, from the date falling 28 days after the date of relevant invoice until payment is made in full.

## General:

21. The Centre is bound to comply with statutory obligation relating to liquor licensing, fire regulations, health and safety, environmental health and all other relevant legislation/bodies. You must ensure that all your guests and suppliers comply with these requirements, as may be directed by us and our staff.
22. The contract between The Centre and The Hirer shall be governed by and construed in accordance with Scots Law, and you must submit to the exclusive jurisdiction of the Scottish Courts.