

ESTIMATE OF EXPENDITURE CORPORATE MEETING

	Qty	Amount (£)	Total (£)
DAY DELEGATE RATE* (per person)	30	39.00	1,170.00

Subtotal 1,170.00

VAT @ 17.5% 204.75

TOTAL INCLUDING VAT 1,374.75

* Rate includes; Hire of main meeting room and catering area, 3 x servings of tea/coffee with biscuits/cake/Danish, hot or cold lunch (finger or fork buffet), water & orange juice with lunch, 2 x flipcharts & 1 x screen

NB: All prices are subject to annual increase on 1st January 2010.

If you would like an estimate of expenditure based on your specific requirements, please contact us.

ESTIMATE OF EXPENDITURE DRINKS RECEPTION

All prices exclude VAT where applicable

	Qty	Amount (£)	Total (£)
ROOM HIRE			
Great Hall	1	297.00	297.00
DRINKS & CATERING			
Simple canapés (8 items per person)	80	12.00	960.00
Orange juice/cranberry juice (per litre)	3	5.33	15.99
Bin 8 Hardy's Riddle Chardonnay Semillon	15	13.00	195.00
Bin 19 Hardy's Riddle Shiraz Cabernet Sauvignon	15	13.00	195.00
EVENT MANAGEMENT CHARGE			166.30
Subtotal			1,829.29
VAT			320.13
TOTAL INCLUDING VAT			2,149.41

NB: All prices are subject to annual increase on 1st January 2010.

If you would like an estimate of expenditure based on your specific requirements, please contact us.

TERMS AND CONDITIONS FOR THE BOOKING OF A CONFERENCE/EVENT

Leigh Court Events & facilities are operated by Bristol Chamber of Commerce, Industry & Shipping TIA Business West, hereafter referred to as LC.

ESTIMATES

Estimates are based on current prices and guaranteed for 30 days from date of issue. All tariffs and charges are subject to change without prior notice.

DEPOSIT

A non-refundable deposit, as agreed at the time of enquiry, is required on written confirmation of the Client's booking. Should the Client fail to pay such a deposit within 14 days of receipt of quotation, LC may treat the booking as having been cancelled by the Client.

CONFIRMATION

All bookings must be confirmed in writing. Written confirmation and a signed copy of the LC agreement for the hire of premises and equipment will be deemed as acceptance of these Terms and Conditions. The organisation and/or individual in whose name the booking is made will be considered the Client, and shall be jointly and severally liable in respect of the booking and related costs. The final number of guests must be notified to LC not less than 5 working days prior to the event. The amount payable by the Client shall be calculated on this final number or the number actually attending, whichever is the greater.

PAYMENT

A final VAT invoice will be sent immediately after the event. Any amount representing the supply of additional services, goods or damage to premises, furnishings and equipment not covered by the estimate will be invoiced immediately after the event. Payment will be required within 14 days. Any outstanding balance remaining unpaid after 14 days may attract additional charges.

CANCELLATION

Any cancellation or postponement by the Client must be in writing. If made within the timescales set out below, the following charges will be made:

Time before the Event

Less than two months	25% of estimate
Less than one month	50% of estimate
Less than two weeks	100% of estimate

LC may cancel any booking at any time not later than three calendar months prior to the event date. LC may do so without stating a reason and shall refund any deposit paid but shall not be liable to pay any compensation to the Client in respect of any such cancellation.

DELEGATES

An estimate of the number of guests must be given at time of booking together with details of any special requirements such as diet. LC reserves the right to refuse admission at all times at its discretion at any point during the event.

The Client shall be responsible for all persons who attend the event and for their behaviour at all times and shall be responsible for any damage caused to the premises, its furnishings or equipment. The Client will be made aware either immediately or not later than 48 hours after the event, of any chargeable damage and an invoice will be raised. The Client may be required to ask any guest or guests to leave the premises at the request of the Event Manager or any other senior member of LC staff. LC reserves the right at all times to remove any person whom in its view, is not behaving appropriately.

LIABILITY

LC shall not be responsible for any loss or damage to any property belonging to or brought onto its premises by any person. Save as required by law, LC is not responsible or liable for any injury or any other loss or claim whatsoever by or to any person on its premises.

LC shall not be responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, Government restriction or Act of God which may cause the premises to be temporarily closed or the event interrupted.

No signs or other items shall be placed outside or affixed to any part of LC's premises by any means without the prior consent of LC. The client shall be responsible for any damage caused to the allocated rooms by any act, default or neglect of the Client, subcontractor or guests, and the Client shall pay to LCA on demand the amount required to make good any such damage. A damage deposit will be added to the estimate of expenditure, this will be £300 for events with under 250 guests and £500 for more than 250 guests.

The Client shall indemnify LC, its agents and employees and assigns from and against all/any liabilities, losses, damage, claims and expenses (including but not limited to legal expenses) of any nature relating to or arising out of any failure of the Client to perform or comply or procure compliance with the terms of the booking and its legal obligations generally.

SUBLETTING

The Client shall not sub-let the hired rooms.

TIMES OF HIRE

Unless otherwise stated the hire of all rooms is for the following periods:

Day Hire: 9.00 am – 6.00 pm Evening Hire: 6.00 pm – 11.00 pm

Events are required to finish at the times agreed when the booking was confirmed. Extensions to these times, should they be possible, will incur additional charges at an hourly rate of 20% of the room hire cost.

BAR OPENING TIMES

Without exception, a chargeable bar licence may be applied for until 12 midnight with half an hour 'drinking up' time. All guests will be requested to vacate Leigh Court premises by this time.

SMOKING POLICY

Smoking is not permitted in any part of Leigh Court

FIREWORKS AND NOISE NUISANCE

Due to restrictions imposed by North Somerset Council and the Environment Protection Act 1990 – Section 80, Leigh Court will only permit fireworks to be fired prior to 10pm by our authorised supplier (details available on request). Noise from amplified music must be kept at an acceptable level.

GENERAL

LC reserves the right to assign any booking as it may determine. The Client will not be guaranteed exclusive use of the premises or grounds of Leigh Court unless otherwise purchased on that basis and confirmed by LC in the contract letter. LC shall not be responsible for any charges relating to services booked directly by the Client or any third party whatsoever.

Event Ref. _____

I/We confirm our booking for the above and have read, understood and accept your Terms and Conditions of Trading

Signed _____ Date of event _____

Print Name _____ Company Name _____

Leigh Court Events, GWE Business West, Leigh Court, Abbots Leigh, Bristol BS8 3RA Tel: 01275 373393