

Conferences and Events

Terms of Business

CONTRACT

Bookings will only be accepted following receipt of completed booking form. The person booking the room shall, for the purposes of these Terms and Conditions be deemed to be the Hirer. No transfer of bookings or sub-bookings will be allowed. Rooms may at the Trust's discretion be booked for a single event more than one year in advance subject to the strict understanding that the scale of charges at the date of the function will apply unless payment is made in full at the time of the booking. Bookings for a series of meetings or events would not normally be accepted for a period exceeding 12 months. The facilities may only be used for the purposes and period stated on the booking form.

PAYMENT

To be made to Kenward Enterprises Limited by BACS - details can be found on the invoice.

DEPOSITS

A 50% non-refundable deposit is required upon booking the facilities and the full amount becomes due 7 days before the hire is due to take place. If full payment is not received 7 days before the date of hire it will be considered that the hirer no longer requires the booking.

PRICES/INVOICING

All prices are quoted exclusive of VAT at the standard rate. (Food is inclusive)

STATUTORY REGULATIONS

Kenward Trust is subject to Statutory Regulations including those relating to Health and Safety and fire precautions. All regulations must be strictly observed.

PERSONAL PROPERTY

The Kenward Trust does not accept responsibility for the property of customers or guests.

FINISHING TIMES

Functions and conferences are required to finish at the time agreed when the booking is made and in the event of the function continuing after the specified time Kenward Trust reserves the right to make such additional charge as they in their absolute discretion shall consider appropriate in the circumstances to cover extra expenses incurred and cover usual hire charges.

CONFIRMATION OF FINAL CHARGEABLE NUMBERS

The estimated number of guests attending shall be notified at the time of booking. The hirer shall notify Kenward Trust no less than 14 days prior to the function or conference, the anticipated numbers of expected guests. This figure will be the minimum number chargeable to the function or conference account.

CANCELLATION

If a hirer cancels their booking within 14 days, the full amount will be charged.

ALCOHOL POLICY

Kenward Trust is a rehabilitation centre for people recovering from alcohol and substance misuse addictions and as such no alcohol is permitted on site at any time by customers or guests for consumption or otherwise.

DAMAGE

The customer shall be responsible for any damage caused to the allocated rooms or the furnishings, utensils and equipment therein by any act, default or neglect of the customer, subcontractor or guests of the customer and shall pay to Kenward Trust on demand the amount required to make good or remedy any such damage.

LIMITATION OF LIABILITY

Kenward Trust will not be liable whether to the Customer, the Customer's employees, agents, representatives, guests or subcontractors or any third party for any loss of profit or of contracts or for any other consequential or economic loss howsoever caused.

Kenward Trust shall not be liable for any loss, damage or expense howsoever arising from any delay or failure of performance arising from circumstances beyond its reasonable control including but not limited to earthquake, flood, storm, Act of God or of public enemies, national emergency, invasion, insurrection, riots, industrial disputes, boycott, interruption of services rendered by any public utility or interference from any Government agency or official.

These Terms of Business are subject to revision at the discretion of the Management.