

TERMS & CONDITIONS

Christian Conference Trust (CCT)

Charges:

1.1 A deposit with cleared funds and a signed booking contract is required for the booking to be confirmed and to be legally binding.

1.2 The numbers charged for will be the actual number present or the number we were advised by you as attending, 14 days in advance, whichever is the greater, subject to booked numbers (as signed for overleaf) and any cancellation advised (see clause 2.2).

Changes by you:

2.1 Changes to your confirmed booking dates or guest numbers must be communicated to us in writing or by email.

2.2 In the event that you either have a full or part cancellation of your booking, the following cancellation fees will apply to your final invoice:

- **With more than 6 months' notice – loss of 20% non-refundable deposit only**
- **With 3 to 6 months' notice – 50% of the total value of the cancellation (incl. VAT)**
- **With 14 days to 3 months' notice – 75% of the total value of the cancellation (incl. VAT)**
- **With less than 14 days' notice – 100% of the total value of the cancellation (incl. VAT)**

2.3 To change the date of your booking, the following conditions apply:

- Date changes are only possible if the event arrival date is 6 months or more in advance
- Date changes to events arriving within 6 months will be classed as full cancellation and fees applicable as per clause 2.2
- Admin fee of £250 payable
- New price will vary depending on the new date selection and relevant prices available on the day quoted
- New date must be no more than 3 months before or after the existing arrival date
- Any reduction in guest numbers will be charged as per clause 2.2
- New date is subject to availability
- Amended contract must be signed within 2 weeks of issue

Continues on the next page...

Changes by us:

3.1 We reserve the right to cancel your booking with us if:

- You fail to comply with any provisions of the contract and those terms, including prompt payment of deposits due
- In our opinion, your event may prejudice our reputation or our charitable values

In the event of clauses above, we will make any refund available to you as is reasonable in the circumstances and the amount due will be at the sole discretion of Christian Conference Trust (CCT.)

3.2 We reserve the right to cancel your provisional booking for reasons including but not limited to:

- A force majeure event, meaning any circumstance not within our reasonable control including, without limitation:
 - Acts of God, flood, drought, earthquake or other natural disaster;
 - Epidemic or pandemic;
 - Any law or any action taken by a government or public authority;
 - Collapse of buildings, fire, explosion or accident;
 - Non-performance by suppliers or sub-contractors; and
 - Interruption or failure of utility service
- Our scheduling of urgent maintenance and/or major refurbishment work at our centres; and
- A proposed sale of the centre premises

If this happens, we will use all reasonable efforts to offer you an alternative booking but is not liable for any losses or damages arising directly or indirectly from such circumstances. If an alternative booking cannot be achieved, we shall return any monies paid.

3.3 All meeting room allocations are subject to change.

Payments:

4.1 For each event we will create one single invoice. When paying your invoice, please ensure that you quote the booking Reference Number.

4.2 Payment is due in full at the end of the conference. A 5% credit charge will be made when payment is not received within 21 days from the date of the invoice.

4.3 The charges quoted on contracts may be subject to alteration if government legislation changes, for example VAT.

4.4 CCT reserves the right to cancel without notice any future provisional, confirmed or contracted booking with immediate effect in the event that you fail to pay within the normal credit terms any invoice in relation to services already provided.

Continues on the next page...

Arrival and departure:

5.1 Bedrooms will be available as soon as possible on the day of arrival and must be vacated by 9.30am on the day of departure. Please allow enough time in your programme on departure day for delegates to vacate their rooms by this departure time.

5.2 All 'set up' and 'break down' before/after the conference programme must take place within the contracted times unless otherwise pre-arranged.

Security and damage:

6.1 Any equipment or valuables brought onto the premises, such as motor vehicles, cash, cheques, computers, PA or AV equipment are the responsibility of the owner and are not covered by CCT's insurance. If you require insurance on these items, then you must ensure that this is obtained from your own insurers before the start of the conference.

6.2 The conference organiser is responsible for ensuring that the conference halls are secured each evening at the close of sessions by closing windows & locking doors. Keys for these areas can be collected on arrival.

6.3 Any loss of or damage to CCT property caused by your organisation or any of its delegates, agents or suppliers will be charged for.

Insurance and risk assessments:

7.1 You are responsible for ensuring that your organisation has effective arrangements in place, including insurance and risk assessments, for any activities (e.g. team building events) that you may be conducting whilst at any of our Centres and for these to be available for inspection.

7.2 You are responsible for ensuring that your organisation has effective arrangements in place, including risk assessments, to ensure the safeguarding of any children, young people or vulnerable adults within your group whilst staying at or visiting any of our Centres.

7.3 We recommend that you consider taking out event insurance to cover eventualities such as non-appearance of speaker or bad weather preventing transport, etc. You may also want to suggest insurance to your delegates in the event that there is a family bereavement or serious illness preventing them from attending the conference.

Continues on the next page...

Regulations:

8.1 If you intend to reproduce song words, show films, play music or record live music at your event please ensure that you have obtained the relevant licences to enable you to do so legally. Please visit <https://uk.ccli.com/copyright-licences/> for more details.

8.2 To comply with fire regulations conference organisers are asked to hand in a full delegate list after registration has been completed to the administration office. We also ask for conference organisers to have a second copy to hand, so that a roll call can be implemented by the conference organiser in the event of an evacuation. If you have delegates with disabilities who may need assistance please ensure that someone is responsible for their evacuation, if required, at all times.

8.3 Children under the age of 16 must be accompanied and supervised by an adult at all times.

8.4 In compliance with current licensing laws, we operate a no smoking policy within the premises including the use of e-cigarettes. Smoking areas are provided.

8.5 Dogs and other pets are not permitted on or within the premises, with the exception of assistance dogs.

8.6 The following are prohibited from use at all venues: drones, lanterns, fireworks and pyrotechnics.

8.7 CCT venues are licensed premises and comply with food hygiene regulations therefore no food, alcoholic or non-alcoholic drinks are permitted to be brought onto the premises. Prior consent can be obtained where a corkage charge is applied. Only food and drink supplied by CCT may be consumed on the premises. Please ensure all of your delegates are aware of this.

General:

9.1 All personal information stored and used by us is done so in accordance with laws such as the General Data Protection Regulation and any other relevant law. Please also refer to our privacy policy at: cct.org.uk/about-us/privacy-policy

9.2 This contract shall be governed by the laws of England and Wales. No failure or delay by us in exercising any of our rights under this contract shall be deemed by a waiver of that right. The provisions of these terms and conditions are severable and distinct from one another, and, if at any time any provision is or becomes invalid, illegal or unenforceable, the validity, legality or enforceability of the other provisions shall not be in any way affected or impaired.

-End-