



## **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 will be allowed. The Sinden Room will be available for the duration of our opening hours: 9am until 4:40pm, if you wish to have the room at alternative times please ensure that you discuss this upon booking. 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.

### **Prices/Invoicing**

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

### **Statutory Regulations**

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

### **Personal Property**

Kenward Place 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. In the event of the function continuing after the specified time Kenward Place 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 shall be notified at the time of booking. The hirer shall notify Kenward Place no less than 7 days prior to the function or conference, the anticipated numbers of guests. This figure will be the minimum chargeable to the function or conference account.

### **Cancellation**

If a hirer cancels their booking within 14 days of the date, 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.

**Parking**

Please advise all delegates to enter the site through the Kenward Place entrance rather than the Kenward Trust to avoid issues. We have ample parking on our front lawn, so please make sure to utilise this space.

**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 Place on demand the amount required to make good or remedy any such change.