



Venue Finding Terms and Conditions

The Event Bookers do the utmost to offer a personal, professional and effective venue finding service, treating you and your enquiry with respect and confidentiality. We respectfully ask that you treat us in the same manner. We will respond to your enquiry in a timely and efficient manner, treat all information given by you with confidentiality, keep you fully informed of progress, and offer you, in our experience and from your enquiry, the most suitable venues available for your event, whether this be one or several. We will guide you through the venue selection procedure; however, the venue will be solely responsible for the event. You will be settling the account directly with the venue booked, and abide by their terms and conditions relating to use of the venue and payment terms.

The Event Bookers recommends that the client visits their chosen venue prior to their event to familiarise themselves with the venue and any terms and conditions relating to their proposed event. We will not accept responsibility for any unforeseen circumstances arising, during or leading up to an event. We also strongly recommend that you obtain sufficient insurance against any unforeseen circumstances, and we can recommend insurance companies who specialise in this.

In the event of a confirmed booking being cancelled and no cancellation fee is charged by the venue, or if the enquiry is cancelled or withdrawn with no viable reason after work has been undertaken, The Event Bookers Limited will charge the client a search fee of £100.00 + VAT to cover costs. This will not apply to individual or group accommodation bookings.

The Event Bookers' venue finding service is free, as we receive a commission from the confirmed venue. We also work for you on an exclusive basis. However, The Event Bookers reserve the right to charge a fee, equivalent to the commission anticipated from the original enquiry if:

- a) you cancel with no valid reason;
- b) you confirm a venue with another venue finding agency or directly with the venue;
- c) you use The Event Bookers to do a comparative research, and do not confirm the enquiry;
- d) you provisionally hold a venue yourselves, use The Event Bookers to search for a comparison and then book a venue directly;
- e) you confirm a venue directly that is outside the original brief given e.g. different location, dates, budget, venue style etc;
- f) you decide to hold the event in-house after venue finding work has been undertaken by us;

Please note that instructing The Event Bookers to carry out a search, is interpreted as your acceptance of our terms and conditions.

Confirmation Terms and Conditions

The final confirmation raised by The Event Bookers on your behalf will represent a Contract between you as the client and the venue or hotel named.

All charges made by the hotel or venue connected with this booking are the responsibility of the client, and no liability shall be attached to The Event Bookers Limited. The Event Bookers Limited accepts no liability, financial or otherwise, for cancellation, no show situations or any aspect of the booking either before or after the confirmation.

The client will indemnify and keep indemnified The Event Bookers Limited from and against any and all loss, damage or liability suffered by the Event Bookers Limited resulting from a breach of this agreement by the client.

In the event of a non-arrival or cancellation, the client may be liable to cancellation charges at the discretion of the hotel or venue. Any cancellation should be notified to The Event Bookers Limited or the venue immediately and a cancellation reference obtained. Any charges shall be the exclusive responsibility of the client.