



MSE Meeting Rooms - Terms & Conditions

Payments

1. Where a booking is made more than 10 days in advance of the start date we require a full payment to be made within 10 working days of having made the booking. MSE reserves the right to cancel this agreement in the event that payment has not been made.
2. Where a booking is made 10 days or less in advance of the start date we require an immediate payment of the full amount to be made. MSE reserves the right to cancel this agreement in the event that payment has not been made.
3. Any additional charges incurred by the client when using the services shall be requested and payable on the day of the booking by credit or debit card. Please note that no additional services/catering will be provided without payment.
4. All amounts due under this agreement shall be paid for in full without any deduction or set off. All payments under this agreement must be made in advance of the use of the services by credit card, direct debit or by CHAPS/BACS transfer.
5. Any additional time used on the day of the booking that wasn't pre-booked will be charged at the same hourly rate of the booking and must be paid in full on the same day.

Cancellations

If your booking value is less than £3,500 inc. VAT the following terms will apply.

6. If the client cancels the booking with 15 or more working days' notice there will be no charge.
7. If the client cancels the booking between 3 to 14 working days' notice a fee equivalent to 50% of the booking will be charged.
8. If the client cancels the booking with less than 2 working days' notice a fee equivalent to 100% of the booking will be charged.
9. MSE at their sole discretion may terminate this agreement if payment is not received within the time frame outlined in point 1 & 2.

If your booking value is greater than £3,500 inc. VAT the following terms will apply.

10. If the client cancels the booking with 25 or more working days' notice there will be no charge.
11. If the client cancels the booking between 15 to 24 working days' notice a fee equivalent to 50% of the booking will be charged.
12. If the client cancels the booking with between 3 to 14 working days' notice a fee equivalent to 75% of the booking will be charged.
13. If the client cancels the booking with less than 2 working day notice a fee equivalent to 100% of the booking will be charged.
14. MSE at their sole discretion may terminate this agreement if payment is not received within the time frame outlined in point 1 & 2.

Client's Obligations

15. The client will not carry on any business in the room which could be reasonably construed as illegal, defamatory, immoral or obscene.
16. MSE does not accept any responsibility for client property in any way. While MSE will show due diligence it is the responsibility of the client to safeguard any of their own property. No claim can be made against MSE and the client should make their own insurance arrangement if they deem it necessary.
17. The client will ensure that the room and all its contents are left clean and tidy.
18. The client will promptly vacate the room at the stated end time.

19. Damage:- You are responsible for the space allocated to you during your event. Any damage to your allocated rooms or their contents (or any other part of our venue) incurred as a result of you or your invitees' (or representatives of either) acts, omissions or negligence will result in a charge based on (i) the costs of repair and (ii) the value to us of any subsequent loss of business or trade or other commercial activity suffered by us.

20. Delivery of materials:- MSE Meeting Rooms will accept a reasonable amount of deliveries from the client up to 48 hours in advance of the event date. Prior notice must be provided to MSE stating the nature of the delivery and the number of items. MSE reserve the right to refuse delivery if the items or quantity are unreasonable. All items should be removed by the client on the last day of the event. However by prior arrangement we will allow 24 hours for a courier to collect the materials. All delivery and collections must be clearly labeled. Without prior notice, MSE reserve the right to dispose of any items left in our premises after 24 hour of the event or charge a fee of £25 + VAT per day.

MSE's Obligations

21. To provide the services on the date and time specified.

22. To ensure that the meeting room is clean, in good condition and equipped as requested.

23. To ensure the catering is provided when ordered.

Miscellaneous

24. Nothing in this agreement shall constitute or establish a joint venture or partnership between the parties nor shall it constitute the provider becoming the agent of the client.

25. In the absence of any other agreements between MSE and the client, these terms and conditions shall apply to all bookings made by the client for any of the MSE meeting rooms.

26. The agreement is personal to the client and is not transferrable in any way.

27. MSE is exempt from all liabilities, costs, expenses, damages, and losses (including any direct or indirect consequential losses, loss of profit or otherwise) arising out of or in connection with the client's use of the room or the services or in relation to any breach of any of the terms of this agreement.

28. In the event of either party being in material and substantial breach of any of the conditions of this agreement the other party shall be entitled to terminate this agreement immediately by sending written notice to that effect without prejudice to any further rights or remedies available to the parties.

29. This agreement constitutes the entire agreement between the parties and supersedes all previous agreements between the parties.

30. This agreement shall be governed by and construed in accordance with the laws of England and

Wales.

31. This agreement creates no rights in any third parties to enforce its terms pursuant to the contracts (Rights of Third Parties) Act 1999.

Credit card form

Company name:-.....

Name as printed on card.....

Registered address of card.....

Type of Card.....

Card number.....

Valid through date (if applicable).....

Expiry date.....

Security code.....

(Last 3 digits on rear of card for Visa or MasterCard or 4 digits on front for American Express)

I hereby authorise this credit card to be used to pay for meeting facilities at MSE Meeting Rooms on
<Enter date>.

Signature.....