



EVENT TERMS AND CONDITIONS

SIMPLY WHISKY IS THE TRADING NAME OF WELLWOOD STAR LTD

We, Wellwood Star Ltd, provide you, the Client Company with an Event subject to the following terms and conditions:

- i. All bookings are subject to these Terms and Conditions to the exclusion of all others and may only be varied in writing signed by the Director of Wellwood Star Ltd.
- ii. An Event is only confirmed once we issue a Booking Confirmation email following receipt of the deposit (25% of the agreed charge of the Event services charge + VAT) and a signed copy of these Terms & Conditions. Until this time your booking is provisional and we may cancel it, without liability, by sending you written notice of cancellation by email. If there are any changes to your requirements you must notify us immediately and a new Event agreement will be issued for your signature if necessary.
- iii. The deposit must be paid when the booking is made. Deposits are only refundable if we receive the written notice a minimum of 4 weeks prior to the Event. Any cancellations between 4 weeks and 2 weeks before date of Event will incur a charge of 50% of the Event services charge + VAT (this will take into account the 25% deposit already paid), and whatever cancellation payments are due to 3rd party suppliers contracted in relation to the event. Any cancellations less than 2 weeks before the date of the Event will incur a charge of 100% of the Event services charge + VAT and whatever cancellation payments are due to 3rd party suppliers contracted in relation to the event.
- iv. The date of the Final Payment (after deposit) of the total value of the invoice will be 1 week before the date of the Event and must be paid by BACS bank transfer. Any additional costs incurred on the date of the Event must be paid by cash on the date of the Event.
- v. Confirmation of final numbers must be given to us no later than 2 weeks before the date of the Event. This will ensure sufficient provision for all attendees.
- vi. The Event services charge agreed is based on our quotation provided to the Client Company and our normal terms and conditions. It is calculated on the duration of the Event and is for supply of staff, preparation time, all presentation materials, venue search and selection (where applicable), venue booking management (where applicable), design of event format and timescales, venue set-up and clean-up (where applicable) and is exclusive of VAT.
- vii. Where the Client Company has requested the hire of a venue for the Event we will negotiate hire charges on behalf of the Client Company, and provide notification of the venue terms and conditions where appropriate as an addition to these terms and conditions. Venue hire charges are exclusive of VAT and can be paid to us for onward payment to the venue for simplicity. Where the venue charges a deposit as security for the booking, payment will be required from the Client Company to cover this cost. In the event of the Client Company cancelling the hire of the venue the Client Company will be responsible for whatever cancellation fees may apply (see point iii).
- viii. The charge for the Event and the Event duration is as stated in our quotation given to the Client Company. You shall pay for the total length of time booked. If the time booked is exceeded you will be charged half hourly at the agreed rate for each half hour.
- ix. If, in our reasonable opinion, the Nature of the Event or the Type of Clientele is different from the Nature of the Event or Type of Clientele stated by the Client Company, we may in our absolute discretion cancel your booking without liability.
- x. We will be under no liability whatsoever for any loss, damage or injury to the property of your client or any other persons for whom you are responsible, unless such loss, damage or injury is due to our negligence or that of our employees.



- xi. Prices will be charged as stated on our quotation provided to the Client Company with both parties in agreement.
- xii. These Terms and Conditions shall be governed by, and construed in all respects in accordance with, English law.

[Ref: WSWTF2014]

By signing below you signify your acceptance to the above Terms and Conditions:

Date of Event: ____/____/____

Name: _____

Signed: _____

Company Name: _____ Date: ____/____/____

Event Manager: _____

FOR OFFICE USE ONLY:-		Ref. No:
Approved on:	By:	Signed:
Confirmation Issued:	Confirmed Numbers:	

Signed copies of the Terms and Conditions can be:

Emailed to: simon@wellwoodstar.com

Posted to: Simply Whisky
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244 Scott Ellis Gardens
St Johns Wood
London
NW8 9RT

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