



Meeting Room Booking Confirmation

Contact Details			
Company Address:		Event Date:	
Organiser:		On-Site Contact:	
Telephone:		Fax:	
Email:			
Event Details			
Event Room & Layout:			
Timings:		Number of Delegates:	
Equipment Required			
Lunch & Break Detail: Including Dietary Requirements:			
Set-up/Comments:			
Special Instructions:			
Rates & Billing:			

NAME: _____

SIGNATURE: _____

DATE: _____

OBEROI: Conference Facilities Terms & Conditions

1. DEFINITIONS

2. 'We' means the property for which a contract is agreed. The property is owned by Oberoi Consulting Ltd. whose registered office is 19, St Christopher's Way, Patriot Way Business Park, Derby. DE24 8JY.
3. 'The Client' and 'You' mean the organising body/company and organiser responsible for commissioning and payment of the event.
4. The 'Booking Order Form' means the agreement between 'Oberoi' and 'The Client' for a specific booking or series of bookings. These Terms & Conditions will form part of the 'Booking Order Form', together with any other terms stated in the 'Booking Order Form'.

5. CONFIRMATION BY CLIENT

6. You are requested to review these terms & conditions and the attached Booking Order Form, and to sign and return to Oberoi within 7 days.
7. We reserve the right to release these facilities if the above is not received by this date and if other enquiries are received for the same dates we may contact you for earlier confirmation. No Cancellation fee shall be charged in such circumstances.
8. The Booking shall be regarded as provisional until;
 - i) The Client signs the Booking Order Form, stating minimum catering numbers.
 - ii) The Client signs & returns these Terms & Conditions.
 - iii) The method of payment has been agreed.
9. Once both parties sign the Booking Order Form, all provisions reserved on your behalf will be subject to the terms & conditions of the Booking Order Form.
10. The facilities contracted in the Booking Order Form are for the exclusive use of the Client and its affiliates, and resale of the facilities is not permitted without prior written consent from Oberoi.

11. EVENT DETAILS

12. In the case of a significant (significant = minimum of 20%) reduction in numbers Oberoi reserves the right to change the function space allocated, and this will be confirmed to the client in writing.
13. Guaranteed minimum catering numbers will be required 14 days prior to the Event. This should not be lower than the minimum contracted numbers. Numbers may be increased up to 3 working days prior to the Event subject to the Maximum capacity of the function space allocated.
14. Any special dietary requirements should be notified to Oberoi at least 3 working days prior to the Event. No additional charge will be incurred for these meals provided that they are within the cost of the main menu chosen. Where notification is less than 3 days, or where no notice is given an additional charge equal to 60% of the menu price will be charged.
15. Oberoi grants a licence to the Client to use Oberoi's premises strictly for the purpose of the function. The Event shall end at the time set out in the Booking Order Form, failing which the Client shall be liable for an additional charge.
16. The Client may not bring any food or drink into Oberoi for use during the Event, unless previously agreed with Oberoi in writing.
17. If, after confirmation, the Client significantly alters the Event (significant = minimum 20% reduction in total revenue), Oberoi reserves the right to re-locate the Event to an alternative venue or cancel the event.

18. AMENDMENTS BY THE CLIENT

19. Any amendments to the guest numbers and/or arrangements shall be notified in writing to Oberoi 3 days prior to the commencement of the Event.
20. Reduction in contracted value or duration of the Event shall be subject to Cancellation Charges as set out below.

21. CANCELLATION BY THE CLIENT

22. In the unfortunate circumstances that, the Client has to cancel or postpone the confirmed Event, part of the Event (e.g. a meal or hire of specific room), or reduces the duration of the Event such that the contracted value of the Event is reduced, cancellation charges will apply.
23. Oberoi's Cancellation Policy is 90% on contracted room hire revenue and 65% on contracted food and beverage revenue, based on profit loss according to Meetings Industry Association levels. These charges are plus VAT. At time of cancellation, Oberoi will confirm maximum charges that could be incurred. Any third party charges incurred by Oberoi on behalf of the Client, will be settled by the Client.
24. Oberoi will make every effort to re-let the function space cancelled. Oberoi can only confirm definitive cancellation charges after the intended date of the event, at which time Oberoi shall reduce the charge by the profit on any alternative business Oberoi has been able to secure on your behalf. To replace the business contracted for by the Client pursuant to this agreement and for these purposes and this agreement, cancelled function space will be deemed to be the last to be let i.e. (as the case may be) all other function space must be let before cancelled function space are treated as relet.
25. However, in the event the Client has to cancel the confirmed Event, part of the Event (e.g. meal or hire of specific room), outside 12 months of the arrival date, no charges will be incurred
26. All cancellations must be received in writing and will be deemed to take effect from the date of receipt by Oberoi.

27. DEPOSITS & PAYMENTS

28. Credit facilities will only be made available subject to a satisfactory check on the Client's current credit status. Oberoi requires at least 6 weeks notice prior to arrival date to arrange credit facilities. The maximum credit limit must not be exceeded. A Credit Application Form is available on request.
29. If a credit account is not approved, or a credit limit is insufficient, full pre-payment of the total estimated charges (function room hire, ancillary charges and pre-booked food and beverage charge) will then be due 30 days prior to the event start date.
30. The deposit or pre-payment required for any event will be specified on the Booking Order Form
31. On conclusion of the Event, or in the event of a cancellation by the client in accordance with clause 21-26, the outstanding balance is payable in full within 7 days of the date of the invoice. In the event of any queries, 90% of the outstanding balance must be paid within 7 days.
32. Oberoi reserves the right to re-check the Client's credit status at any time before the commencement of the Event and reserves the right to increase the amount of deposit and/or pre-payment should there be a negative change in financial status.
33. Prices quoted exclude VAT at the rate prevailing at the time the Booking Order Form is prepared and are subject to alterations.

34. GENERAL

35. The Client will always comply with the statutory laws concerning licensing and entertainment provisions relevant to the Event.
36. Oberoi shall not be liable for any loss or damage to property of the Client or any such person as may so occur except within the constraints of Oberoi Proprietors Act 1956. In the case of loss or damage to the property it shall be reported and noted by Oberoi at the time of discovery thereof and reported to the Police within 24 hours. Oberoi's liability for any other loss of or damage to an Attendee's or Guest's property is limited to £50.00 for any one article or £100.00 in aggregate, except where placed in the central safe, or where stolen, lost or damaged through the default, neglect or wilful act of Oberoi.
37. Attendees and Guests shall not enter areas of Oberoi which are indicated as being closed to the public, Oberoi shall not be responsible for death, personal injury or loss or damage to property suffered by an Attendee or Guest in such areas.
38. Oberoi shall not be liable for any failure or delay in performing any of its obligation under this Agreement or liable to an Attendee for any loss or damage to property if the failure or delay was due to any cause beyond its reasonable control, including (without limitation) terrorist activity or serious potential for terrorist activity whether within the proximity of Oberoi or in the UK or worldwide and directly or indirectly affecting the UK, misconduct or negligence of an Attendee, Guest or external third party, war or threat of war, civil or political action or disturbance, riot, natural disaster, fire, epidemic, bad weather, terrorist activity (threatened or actual), military activity, governmental or regulatory action, industrial dispute, Act of God, failure of power or machinery, failure of or interruption in externally provided services and utilities, and all similar events outside Oberoi's control.
39. For the avoidance of doubt, Oberoi does not exclude its liability for death or personal injury caused by Oberoi's negligence. Either party must only instruct qualified subcontractors to carry out any work on their behalf and must meet all statutory legal requirements.
40. I hereby acknowledge and agree to accept the above Terms & Conditions and the contracted numbers on the attached Booking Order Form

Signed

Print Name

Company Name

Date