



The Factory II Ltd.

The Factory Skatepark, 15 Balunie Drive, Dundee, DD4 8PS
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Your personal contact:

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Conference & Events Booking Form

Company/Organisation:

Address:

Address:

Postcode:

Contact Name:

Contact Number:

Contact Email:

Event Description:

Date of Event:

Start Time:

End Time:

Number of Delegates:

Room Layout:

(please tick)

- Board Meeting
 Theatre Presentation

- Interview Style
 Cleared

Equipment Required:

(please tick)

- Laptop PC
 Digital Projector

- Wi-Fi Broadband Access
 Flip Chart

Catering:

(please tick)

- Tea & Coffee
 Cold Buffet
 Hot Meal

- Soft Drinks
 Hot Buffet

Additional Information:

Terms and Conditions

1) Booking procedure

All bookings are accepted subject to these terms and conditions, to the exclusion of any other terms and conditions which the hirer may purport to apply. Variations to the Contract will only be effective if agreed in writing by us.

2) Credit / Payment / VAT

- a) Where The Factory II Ltd has given Hirer a credit facility, payment of the Price must be made within 30 days of the date of invoice. We reserve the right to carry out a credit and financial background search on the Hirer, will keep a record of such search, and will share the results with its Affiliates. Any credit facility may be withdrawn by us at any time.
- b) Where The Factory II Ltd has not given Hirer a credit facility, or has withdrawn a credit facility, payment of the price must be made not less than 30 days prior to the date of the Event. This provision shall override any standard wording on the face of the invoice relating to payment periods.
- c) Payment must be made in pounds sterling, and must be made in full without set off or deduction.
- d) Unless otherwise specified, all amounts are stated exclusive of VAT which shall be added at the prevailing rate.

3) Cancellations by Hirer

- a) If Hirer has to cancel or postpone its confirmed booking at any time prior to the Event, such cancellation must be notified to us in writing and the following scale of cancellation charges will apply.
 - i) 61 or more days' notice: no charge;
 - ii) 60 - 29 days' notice: 25 % of Price;
 - iii) 28 - 15 days' notice: 50% of Price;
 - iv) 14 - 8 days' notice or less: 75% of Price.
 - v) 7 days' notice or less: 100% of Price.
- b) Cancellation charges are payable immediately. Any monies already received from the Hirer in respect of the Event may be set against the cancellation charge.

4) Times of Event

- a) The admission time for Hirer's Guests must be agreed in advance with us.
- b) Hirer shall ensure that the Event starts and finishes on the dates and at the times agreed in the Contract. Any alteration to these dates and/or times must be agreed in advance with us and will incur additional charges.

5) Food and Beverages / Merchandising

- a) No food or beverages may be brought into or consumed in the premises unless supplied by or purchased from The Factory II Ltd. or Yoge'sh Restaurant at the agreement of us.
- b) Unless otherwise agreed in writing, consumption of alcohol is strictly prohibited. If The Factory II Ltd agrees to apply for a special alcohol licence for the Event, we cannot guarantee the success of such application. The Factory II Ltd shall charge for the cost of such application, and this charge is payable whether or not successful.
- c) No merchandise may be sold at the Event without The Factory II Ltd's prior consent.
- d) Hirer shall ensure that any merchandising materials are of satisfactory quality, without risk to health or property, and do not infringe any third party intellectual property rights.

6) Condition of Premises / Affixing of Signage / Cleaning

- a) The condition of the meeting room shall be checked by us prior to the Event. We recommend that the Hirer provides a representative to accompany us during such inspection.
- b) No change may be made to the meeting room by the Hirer (or its Associates or Guests) without our prior consent. No signs or other items may be placed on or affixed to any part of the building without prior consent.
- c) If any changes to the premises are made, Hirer shall be responsible for the cost of restoring the premises to its original condition without delay at the end of the Event.
- d) The Factory II Ltd reserves the right to levy a cleaning charge where exceptional cleaning is required after the Event.

7) Health and Safety / Equipment

- a) Hirer shall comply with all health and safety, fire, security and other regulations and/or procedures applicable to the premises, and is responsible for ensuring that its Associates and Guests also comply with such procedures.
- b) Hirer shall obtain our prior approval before Hirer or its Associates commence any work (including electrical or building work) at the premises, and this shall include preparation of the appropriate risk assessments and submission of the same for our approval.
- c) Use by the Hirer or its Associates or Guests of equipment which has not been provided by us is subject to our prior consent and must display a valid PAT sticker. Hirer shall ensure that such equipment is safe and without risk to health or property when properly used. Hirer shall also ensure that such equipment is operated by appropriately experienced and qualified personnel.