

## TERMS AND CONDITIONS OF BOOKING

1. The terms and conditions below relate to the hire of conference and function facilities (“Accommodation”) by St Edmundsbury Cathedral Enterprises Limited. The provision of food and beverages (“Catering”) to the customer is subject to the terms and conditions as supplied at the time of booking. These agreements supersede all previous agreements between the parties in respect of the Accommodation and the Catering.
2. St Edmundsbury Cathedral Enterprises Ltd will provide the Accommodation on the dates and times as stated overleaf. St Edmundsbury Cathedral Enterprises Ltd reserves the right to cancel or amend this booking in exceptional circumstances.
3. The Hirer agrees to accept the hire of the Accommodation the dates and times as stated overleaf, and shall pay for such Accommodation within 14 days of Invoice. Invoices will be raised on the date of the booking.
4. The Hirer will pay the applicable rate of Value Added Tax and/or other payments imposed by or pursuant to Statute as at the date of Invoice.
5. St Edmundsbury Cathedral Enterprises Ltd reserves the right to refuse alteration to the details of Accommodation if not more than **three working days’** notice is given of any such changes.
6. Cancellation by the Hirer of Accommodation within 28 days of the date of the booking will attract a cancellation fee of 25% of the total estimated charges specified overleaf. In exceptional circumstances this fee may be waived.
7. St Edmundsbury Cathedral Enterprises Ltd reserves the right to increase charges for Accommodation; in such cases notification will be made to the Hirer in writing not less that 28 days before the date of the booking, and under these circumstances the Hirer has the right to cancel the booking.
8. St Edmundsbury Cathedral Enterprises Ltd shall not be responsible for any loss of or damage to any property arising out of the hiring nor for any loss damage or injury which may be incurred by or be done or happen to any person or persons resorting to the premises during the hiring or for any loss due to any breakdown of machinery, failure of electricity, leakage of water, fire, government restriction or act of god which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled and the Hirer shall indemnify St Edmundsbury Cathedral Enterprises Ltd against any claim in respect of any loss damage or injury which may arise out of the hiring or which may be made by any person resorting to the premises during the hiring. This does not affect your statutory rights.
9. The Hirer shall indemnify St Edmundsbury Cathedral Enterprises Ltd against any loss or damage to the property of the Cathedral caused by the Hirer.
10. The staff of St Edmundsbury Cathedral reserve the right of entry to the premises at all times.
11. The Hirer shall be responsible for the keeping of good order on the premises throughout the period of hiring.
12. No bolts, nails, tacks, screws, wires or the like shall be driven into or attached to any part of the premises nor shall any placards notices or other articles be affixed thereto without the consent of St Edmundsbury Cathedral.
13. The Hirer shall at the expiration of the hiring period leave the premises in a clean and tidy condition.
14. No additional lights or extensions from the existing light fittings shall be used without the previous consent of St Edmundsbury Cathedral.
15. The Hirer shall not do or permit to be done anything, which may in any way imperil any insurance effected in respect of the premises. The Hirer can inspect such policy or policies of insurance at the Cathedral Office and the Hirer shall be deemed to have had notice of the contents of such policy or policies.
16. In the event of any damage or loss to the premises or any adjoining property of St Edmundsbury Cathedral or the approaches thereto or to anything therein arising out of the hire, the Hirer shall make good at his own expense all such damage or loss, and in the event of his failing to initiate such action within five working days after the occurrence the Hirer irrevocably authorises St Edmundsbury Cathedral to make good such damage and hereby undertakes to indemnify St Edmundsbury Cathedral against all costs charges and expenses in respect thereof.