

Booking Form

Once complete, please fax your booking form to, 0845 688 00 31
or post to, Q Conference, Border House, Howton Farm, Howton, Hereford, HR2 0BG

Your Details

Contact name:	
Organisation name (if applicable):	
Address:	
Post code:	
Telephone:	Email:

Please note:

A 25% deposit is payable once booking is confirmed.
Balance is payable by either cash or cheque within 30 days of function.

Venue Style Required

Conference Room - Boardroom Style (max 10)	<input type="checkbox"/>	No. of delegates:	<input type="checkbox"/>
Conference Room - Theatre Style (max 21)	<input type="checkbox"/>	No. of delegates:	<input type="checkbox"/>
Meeting Room (max 4)	<input type="checkbox"/>	No. of delegates:	<input type="checkbox"/>

Event Details

Date required:	
Time of arrival:	Departure:
(Please allow sufficient time before and afterwards, to set up and clear the room)	
Nature of event:	
Approximate number of attendees:	

Buffet/Refreshments

Menu choice:	No. of delegates:	
Time required:		
Tea/Coffee: <input type="checkbox"/>	Time(s) req.: <input type="checkbox"/>	2nd serving: <input type="checkbox"/>
	3rd serving: <input type="checkbox"/>	4th serving: <input type="checkbox"/>

Please note:

Tea and coffee is charged extra with meeting room hire.

Additional Equipment Hire

Projector <input type="checkbox"/>	Flip chart, pad and pens <input type="checkbox"/>	Franking service <input type="checkbox"/>
Laptop <input type="checkbox"/>	Broadband Internet <input type="checkbox"/>	Photocopying <input type="checkbox"/>

Terms & Conditions



Booking Terms and Conditions

All telephone bookings will be regarded as provisional and must be confirmed in writing using the booking form.

Please fax your booking form to 0845 688 00 31

or post to:

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HR2 0BG

Written confirmation using the booking form will be taken as acceptance of these terms and conditions.

Terms and conditions

The Organisation and/or individual in whose name the booking is made, unless otherwise stated, will be considered the Hirer, and shall be jointly liable in respect of the booking.

All the Hirer's requirements should be detailed on the booking form at the time of booking.

The Hirer shall notify Q Conference of any changes to the requirements detailed on the booking form, in writing, not less than three working days (Monday to Friday) before the function.

On receipt of the booking form Q Conference will confirm the booking in writing including confirmation of the charges incurred by the Hirer.

An invoice for a 25% deposit may be submitted with the confirmation.

Provisional bookings

Provisional bookings will be entered on the diary and held free of charge for three weeks.

At the end of this time written confirmation is required in order to retain the booking. If no confirmation is received the booking will be deleted from the diary automatically.

On confirmation of the booking the cancellation policy will apply.

For bookings for dates within three months, written confirmation is required within seven working days.

For bookings for dates within seven days, confirmation is required within 24 hours.

Q Conference does not accept liability for any losses incurred due to the cancellation of provisional bookings in compliance with this policy.

Deposits and payments

A 25% deposit will be due when Q Conference confirms your booking, this may be payable either by cash or cheque.

The balance will be invoiced after the function. Payment for all invoices is required within 30 days of the invoice date.

Cancellations

In the event that the Hirer cancels a confirmed booking, the following charges will be applied:

- Less than two months notice 25% of room hire,
- Less than 28 days notice 50% of room hire,
- Less than 14 days notice 75% of room hire,
- Less than five working days notice 100% of room hire and catering charges

Notification of cancellations should be made in writing and will be effective on the date received by Q Conference.

The Management reserve the right to cancel the booking if the holding of the function is prevented by reason of circumstances beyond the control of Q Conference.

VAT

VAT is applicable to all charges at the current rate.

Health and Safety

The Hirer is responsible for the Health and Safety of their staff and delegates throughout the duration of the hire period, and will be expected to comply with all relevant legislation.

Information regarding emergency procedures and First Aid arrangements is available from Reception.

The capacities of each room are given in the Q Conference brochure and may not be exceeded for safety reasons.

The management reserves the right to alter proposed room layouts in order to comply with fire regulations and to refuse admission to rooms if over-crowding is liable to occur.

Delegate lists are required to be sent to the Conference at least two working days in advance.

Third party personal insurance and liability

Q Conference shall not be responsible for any loss or damage to property arising out of the holding of a function or any injury which may be incurred by any persons during the holding of a function arising from any cause whatsoever.

Nor shall Q Conference be responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, government restriction or act of God which may cause the Q Conference premises to be temporarily closed or the function interrupted.

Smoking Policy

Q Conference operates a no smoking policy in all its rooms. Please inform your delegates of this policy and ensure that they do not smoke whilst they are in the building.