

Summary of Terms and Conditions for Internal Events

- Bookings and contracts
 - Event bookings must be made through the events team
 - At the time of booking the following Information is required
 - Event name and Type
 - Start/finish dates & Time
 - Who is covering costs (Institution/FXplus/External client)
 - Space required
 - No of guests
 - All charges expected (Catering/Caretaking/Security etc)
 - Any third-party suppliers required
 - Any special terms for the specific event
 - Once this information has been agreed either an EIF form or contract must be signed and returned to confirm the booking along with the deposit (if required). Only when both of these are received is the event confirmed
- Final Numbers and Payments
 - Final catering numbers must be given 14 days ahead of the event with any dietary requirements
 - Absolute final numbers must be given within 5 days of the event
 - A PO or payment must be provided ahead of an event for pre determined charges or within 14 days of an event or once final charges have been provided by the events team.
 - Payment must be paid within 30 days of receipt of an invoice
- Changes and cancellations
 - If a client cancels an event
 - IF they are cancelling they must tell us ASAP verbally and then follow up in writing.
 - Costs of external hires agreed in the EIF already contracted by FXplus must be covered by the client in the event of the client cancelling an event.
 - If numbers go down from that what is agreed in the EIF/Contract or an event cancels
 - For Catering orders the following will apply as per the Hospitality Ts and Cs
 - Full or partial cancellation more than 5 working days prior to the event – **No charge**
 - Full or partial cancellation less than 5 working days prior to the event – **50% charge**
 - Full or partial cancellation less than 1 working day prior to the event – **100% charge**
 - FXplus reserve the right to cancel any event at any time due to things out of their control such as acts of god/legal reasons/supplier failure/building failure.
 - FXPlus reserve the right to change the venue within the campus if numbers alter enough to warrant so.
- During the event
 - The venue can only be used for the reason it has been hired for and no changes may be made to it for it's use.
 - Any damage is chargeable and spaces must be left as found
 - Client and guest behaviour must be appropriate and an event may be stopped if it is deemed not to be.
 - FXplus is not responsible for safety, damage or loss of personal property
- Health and Safety
 - Events must comply with the company's Health and Safety policy.
 - The client must supply for themselves and any subcontractors
 - Copy of health and safety policy
 - Risk assessment & method statement (where relevant)
 - PL insurance
 - Child Protection Policy (where appropriate)
 - The client must produce a risk assessment for their event
 - Capacities for Rooms must not be exceeded
 - First Aid & fire marshalling provision must form part of the event risk assessment provided by the client
 - The client must comply with the venue's alcohol licence