

TERMS AND CONDITIONS OF RESERVATION

1) These terms and conditions apply from the date of the client's confirmation letter, which must be received before any booking can be confirmed.

2) Final numbers are required no later than 7 days prior to the event. This number will then be used in the calculation of the invoice or alternatively the number attending, whichever is the greater.

3) The Centre reserves the right to cancel meetings/functions that are incompatible with the Catholic nature of the venue both before and during the event taking place.

4) The client will be fully responsible for all persons and property brought onto the premises. Where possible we will assist in the storage of equipment etc, however we do not accept responsibility for any items stored.

5) The Centre shall not be held responsible for temporary closure of all or part of the premises or interruption or cancellation of a client booking due to circumstances beyond its control.

6) The client will be responsible for the rooms, furnishings, equipment and grounds they are using. No items are to be fixed to any walls (eg: the use of Bluetack, Sellotape etc.) Any damage incurred by neglect or default may result in a charge to remedy such damage.

7) Guests using the facilities of the Centre must comply with all regulations concerning licensing, fire, health and safety.

8) All functions are required to conclude at the time agreed at the time of booking, as extended use of facilities may not always be possible and may attract additional charges.

9) The client will remain responsible for the full settlement of all accounts in connection with their confirmed booking.

10) Unless the client has an authorised credit account the final bill is due for settlement on departure. **CANCELLATION**
The reservation you make with the Centre is one of an allocation

of space for a period of time. If it cannot be resold the lost revenue is unrecoverable. It is therefore necessary for us to administer cancellation charges for any booking confirmed to us which reduces in number by more than 20% or completely cancels. Charges:

A) Cancellation of a confirmed booking more than 3 months prior to the start date, Loss of deposit (or deposit carried forward to a future booking)

B) Cancellation of a confirmed booking between 3 months and 2 months prior to start date, 30% of total charges.

C) Cancellation of a confirmed booking between 2 months and 1 month prior to the start date, 40% of total charges.

D) Cancellation of a confirmed booking between 1 month and 2 weeks prior to the start date, 60% of total charges.

E) Cancellation of a confirmed booking less than 2 weeks prior to the start date, 80% of total charges. Every effort will be made to re-let cancelled space. Where all cancelled space is re-let charges will not be made and where part of the cancelled space is re-let charges will be reduced accordingly.