

Booking Room Hire - Terms & Conditions		
Definition:	Meeting Room	Room/s booked for the use of your delegates
	You	Person, company, organisations making the booking
	We/Us	The John Burns Foundation
Booking Procedure:	<p>Please ensure that you have checked that all your reservation details are accurate as we will not accept liability for any delay or non-performance if you provide us with incorrect or incomplete information. We reserve the right to refuse to accept a Booking, and in such circumstances, we will refund any sum paid by you.</p> <p>We reserve the right to cancel any Booking without penalty and liability if it's deemed that the purpose of hire is not appropriate, in such situations we will give you as much notice as possible.</p> <p>All Bookings are non-transferable and must not, under circumstances, be sold or otherwise transferred to a third party.</p>	
Pricing	<p>The price of our Meeting Rooms will be as agreed at the time of booking. Payment is preferred at the time of booking. Payment can be made with a debit/credit card through an e-payment link, or can be paid in person via debit/credit card or cash.</p> <p>Invoice payment can be arranged (consent will need to be sought from us). In circumstances where an invoice is required and has been agreed, a PO number must be provided by you (where applicable), and the invoice must be paid within 21 days of receipt.</p> <p>Any additional charges must be paid prior to departure.</p>	
Cancellation charges	<p>Cancellation charges are as follows:</p> <p>In the event that you cancel your Booking 7 Business Days or more prior to the date of a Booking, no Cancellation Fee shall be payable.</p> <p>In the event that you cancel your Booking less than 7 Business Days prior to the date of a Booking, a Cancellation Fee equal to 100% of the Fee for that Booking shall be payable. This will include a 100% charge for catering booked.</p>	
Amendments	<p>Any increase in the number of guests must be conveyed to us at least 2 working days before the event and is subject to our approval. This will be charged accordingly. A reduction in numbers within 3 days or non-arrivals will be charged as originally quoted. Any additional services must be requested at least 2 working days before the meeting.</p>	
Your responsibilities	<p>Any damages must be reported to a member of staff immediately. Any damages caused by misuse will be charged to you.</p> <p>You must not use the room for any purpose other than described upon booking. We cannot allow the rooms to be used for any unlawful purpose or in any unlawful way. You must not do anything that would endanger the reputation of The John Burns Foundation Conference Centre or infringe the terms & conditions of our insurance policy.</p>	

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Canolfan John Burns Centre, Park House, Carmarthen Road, Kidwelly, Carmarthenshire SA17 5AB

Telephone 01554 890840

	<p>Your guests must observe and adhere to any rules and regulations made by us in respect of the use of the Meeting Room without limitation to any health and safety requirements relating to the premises in which the Meeting Room is situated.</p> <p>Your guests must vacate the meeting room at the agreed time. Failing to vacate the room at the end of the hire period including failure to remove any items brought in for the event, except by prior arrangement, will trigger additional charges for room hire, as deemed appropriate by the management team. We do not accept responsibility for any personal effect or other belongings which your guests bring onto or leave on our premises, unless due to our negligence.</p>
Health & Safety	You are responsible for the Health & Safety of your staff and guests throughout the duration of the hire period. Information regarding emergency procedures, housekeeping and First Aid arrangements is available on our website, Reception and in the Conference Rooms.
Liability	<p>We shall not be liable for any claim, loss or damage sustained by you as a result of us failing to provide the Meeting Room(s) and/or any services of any events beyond our reasonable control. To the maximum extent permitted by law, we expressly exclude:</p> <p>All conditions, warranties and other terms (express or implied) which might otherwise be implied by statute, common law or the law of equity; and</p> <p>Liability for any direct, indirect and/or consequential loss or damage, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, even if foreseeable, incurred by any person in connection with any Contract or the use of our Meeting Rooms or facilities, including, without limitation, liability for:</p> <p>To the maximum extent permitted under law, our maximum liability to you in respect of any Booking shall be the amount paid in respect of such Booking. These terms of use do not affect our liability for death or personal injury arising from our negligence, for fraud or fraudulent misrepresentation or for any other liability which cannot be excluded or limited under applicable law.</p>
Insurance	We are fully covered by insurance; however, we accept no responsibility for any activities organised by those hiring 'The Rooms' facilities. Hirers must ensure that Public Liability insurance is arranged to cover any claim that might be made against them in respect of any activities that they are responsible for or any equipment they use during the event.
Car Parking	Visitor parking is available free of charge. Please be aware that users of the car park do so at their own risk. We will not accept liability for loss or damage caused to any vehicle or its contents whilst on our premises.
Smoking	The John Burns Foundation operates a strict No Smoking policy in or around the building, however the receptionist will be able to provide details of the designated smoking area.
PRS for Music Licence	We hold a valid PRS licence which enables us to play recorded music at the venue.
Food & Drink	If any of your guests have specific catering requirements including special dietary needs, please provide full details when confirming your booking. Please do not consume your own food and beverages on the premises without prior agreement.

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