



Scenic Circle Convention Services Ltd (SCCSL)  
– Events and Functions Terms and Conditions

Event: Hearing

Event Date: 28<sup>th</sup> April to 1<sup>st</sup> May 2020

Adherence to the following policies will ensure the smooth running of your event and a successful outcome with SCCSL.

**1. Confirmation of Your Function**

You will be sent this form prior to your event. Until this is signed, dated and returned to us your request will be regarded as an enquiry only and your booking may be released.

**2. Signatory**

Anyone signing the Event Order Sheet on behalf of the client warrants that they have the authority to do so. If they do not have that authority, they are liable for all costs that would have been payable by the client under the function agreement.

**3. Guaranteed Minimum Numbers**

Guaranteed minimum numbers of guests attending the function are required no later than seven working days prior to the event and will form the basis of the venue's charges. However, SCCSL will accept reductions of up to 10% of confirmed guest numbers up to 2 days prior to the start of your event. Larger reductions in numbers within 7 days will incur a cancellation fee of 25% of the projected costs.

**4. Cancellation**

Cancellation of your function within 3 weeks of the start of your event will be subject to a cancellation fee of 75% of the room hire price.

Cancellation within 48 hours of the booking will be subject to the cancellation fee of total room hire and 50% of the projected food & beverage account for the function.

**5. Insurance**

The venue will take all necessary care but accepts no responsibility for damage or loss of merchandise left in the venue prior to, during or after functions. Organisers are advised to arrange their own insurance. In the event of a natural disaster or unforeseen circumstance beyond the operators control, SCCSL reserves the right to close conference facilities at short notice or without notice as may be necessary for the ongoing operation of our business and hotel group.

**6. Payment Policy**

The venue reserves the right to charge a deposit of 25% of the projected cost on signed confirmation of the event. All remaining accounts must be settled on departure, or guaranteed to a credit card if credit arrangements are not in place prior to the event. Credit is granted at Scenic Hotel Groups' discretion. Applications for credit must be received no later than 28 days prior to the start of the event.

**7. Catering & Liquor**

SCCSL holds catering & liquor rights for their venue and provide a complete range of menu and bar services. In the interest of food safety and hygiene, food may not be brought into the conference venue by the hirer. In addition, beverages cannot be brought into the venue by any party unless prior arrangement with venue management. The venue reserves the right of admission and to exercise host responsibility.

**8. Selecting the Menu**

Our conference pack offers a wide range of food and beverages; we will be happy to assist you in selecting a menu to suit your needs. It is necessary that we have at least one week's notice to ensure your requirements are met.



- 9. Smoking Policy**  
Our conference facilities are smoke free.
- 10. Damage**  
The hirer shall be financially responsible for the cost of any damage to venue property during the functions / exhibitions period of hire. The client shall not create a nuisance to the function venue or other users of the venue.
- 11. Meeting/Exhibition Room Rental**  
Rental charges are dependant on the time period required, number of guests in attendance and overall catering requirements.
- 12. Menu Prices**  
All prices are current but may be subject to increase at management's discretion to meet increased costs.
- 13. Accommodation Policy**  
SCCSL can source accommodation for our clients at competitive rates. All rates and rooms are subject to availability at the time of booking. Rates are quoted on a per room per night basis, with guests using existing bedding. Rooming lists must be provided 30 days prior to the function. In the unfortunate circumstances that the client has to cancel or postpone the confirmed booking prior to the event, the hotel will make every reasonable effort to resell the facilities on the client's behalf. The hotel's cancellation policy is to levy a charge on contracted accommodation of 25% at 30 days notice & 50% inside 7 days notice. Cancellation on the day of arrival will incur a fee equivalent to the value of the first night's accommodation.
- 14. Additional Requirements**  
We would be pleased to arrange additional requirements on request.

**FOR CLIENTS USE**

I acknowledge that I have read and accept the above SCCSL Terms and Conditions for the Marlborough Convention Centre.
Please amend as highlighted:
Remarks: <i>when issuing the invoice please quote work order number 09291524.</i>

Signed by: *Sue Bilfield-Johnston*

Name: *Sue Bilfield-Johnston*

Date: *14 January 2020*