

TERMS & CONDITIONS - CONFERENCE AND MEETING VENUE

The following terms and conditions shall apply to all bookings.

CONFIRMATIONS

1. Bookings will be treated as provisional until written confirmation is sent by the client to WYMS.
2. Provisional/ verbal bookings shall be held for 7 days. After this WYMS will reserve the right to release the booking.
3. WYMS shall be entitled to treat the stated number of delegates in the clients' confirmation as the contractual number of delegates to be charged and catered for.
4. Any bookings made within 24 hrs of the start time will be subject to payment in full by credit transfer on booking.
5. Catering for bookings made within 24 hours of start time will be subject to availability.

AMENDMENTS TO BOOKING

1. All amendments must be notified to the WYMS in writing either by email or letter.
2. Should the number of guests attending a meeting/event decrease, WYMS reserve the right to:
 - a) Allocate smaller meeting rooms providing the room meets with the clients requirements.
 - b) Charge for the number of delegates attending, or the number notified to WYMS 7 days prior to the meeting, or the minimum number for the room booked whichever is the greater.
3. Should the number of delegates attending the meeting increase WYMS will endeavour to accommodate the higher number, although we cannot be held responsible for any failure to provide for an increase in number.
4. The meeting will commence and terminate at the times agreed on the confirmation form. If additional time is required and the facilities are available, WYMS reserve the right to charge a supplement for the hire of the room.

CANCELLATION OF BOOKING IN PART & FULL

1. Cancellations will be only accepted in writing.
2. A cancellation charge may be made at the discretion of WYMS for any event cancelled in part or full.
Our cancellation charges areas follows:
 - One Months notice – 20% charge will be applied
 - Two weeks Notice – 50% charge will apply
 - 7 days notice or less – 100% charge will apply
3. WYMS will make every effort to re-sell the facilities in order to reduce or eliminate cancellation charges.
4. WYMS reserve the right to cancel any booking, without liability on its part, in the event of any damage or disruption to WYMS, by fire, flood, power failure, industrial action, weather conditions or any other cause beyond the control of the management which will stop the WYMS Conferencing fulfilling its obligations to the client.

PAYMENT

1. The client will be charged for any food, drink or other service supplied to the client or its delegates, unless otherwise agreed in writing prior to the meeting.
2. All costs are due on receipt of invoice.
3. WYMS reserve the right to carry out a credit check on customers wanting an invoice with 14 days payment terms.
4. Invoices for Conference and Meeting Venue Hire will be sent from West Yorkshire Manufacturing Services, trading as Junction 25

SAFETY AND DAMAGE TO PROPERTY

1. The client will be responsible for orderly and safe conduct of the meeting and will have regard to any other regulations imposed by recognised authorities, or any reasonable instruction from an authorised WYMS representative.
2. Any damage to the WYMS Conferencing or property of the WYMS Conferencing will be made good at the expense of the client.
3. The client will be responsible for any goods or equipment belonging to the client whilst in the WYMS property or Car Park. WYMS will not be liable for such items lost, stolen or damaged on the premises.

GENERAL

The aforementioned terms are the only terms applicable to a booking and will remain unaltered unless amended in writing and duly signed by an authorised representative of the conference centre