

## Terms and Conditions

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### 1. Terms

All reservations with Collective Minds Ltd T/A Stones Events are made upon and subject to the following Terms & Conditions and no variation thereof will be accepted unless agreed in writing by Collective Minds Ltd.

### 2. Interpretation

In these Terms & Conditions, Collective Minds Ltd T/A Stones Events and 'the Client' means the person, firm or company booking the event.

### 3. Deposit

Unless otherwise agreed in writing by Collective Minds Ltd T/A Stones Events, a deposit will be required on the signing hereof, the amount being calculated at the rate of 25% of the anticipated cost calculated in accordance with these Terms & Conditions. All deposits are non-refundable. Until payment of the deposit is received, no contract will be deemed to be entered into between Collective Minds Ltd and the Client.

### 4. Payment

- a) The outstanding balance of the account is payable 14 days prior to arrival unless alternative arrangements have been agreed by Collective Minds Ltd T/A Stones Events. Credit will be given for the deposit paid.
- b) Completed credit application forms are required at least 21 days prior to the event for all customers requesting credit arrangements. Collective Minds Ltd is under no obligation to grant credit. If the credit is granted then settlement must be made in full on receipt of the appropriate invoice. Credit agreements are not offered to private individuals.
- c) Events costing less than £250 must be paid in full prior to the event.
- d) Weddings and private functions must be fully prepaid at least 14 days prior to the event.

### 5. Numbers

Prices are quoted based on the estimate provided by the Client of the number of guests attending the function. The guaranteed minimum number of guests must be communicated to Collective Minds Ltd not less than 28 working days (excluding Saturdays, Sundays and Bank Holidays) prior to the date of the event. The Client will be charged on the basis of the guaranteed number of guests (or the number of persons for which the event is originally booked if no guaranteed number is provided) or the total number of guests attending, whichever is the greater.

### 6. Special Items

Collective Minds Ltd reserve the right to charge for the provision of special items (such as kitchen equipment) in addition to any costs agreed between Collective Minds Ltd and the Client.

### 7. Menus

All details of the food and beverage to be served shall be set out on a separate menu, which is part hereof. Collective Minds Ltd reserve the right to substitute alternative food or drink of a similar quality if the items shown on the menu cannot be conveniently obtained. Any such changes will, where practical, be discussed with the Client.

### 8. Cancellation

The advance deposit will not be refunded in the event of cancellation of the Event. In addition, a cancellation charge will be imposed and payable on demand in the event of cancellation of all or any part of the Event after acceptance. The amounts are due as liquidated damages and not as a penalty and will be calculated in accordance with the following schedule.

Notice of Cancellation Received	Proportion of Anticipated Charge
More than 21 days before the Event	25%
Within 21 days of the Event	50%
Within 7 days of the Event	100%

Additionally, any charges payable to any sub contractors or any other costs, charges and expenses incurred on behalf of the Client will be charged.

### 9. Value Added Tax

Value Added Tax at the current rate payable in addition to all charges unless otherwise stated.

### 10. Damages

Any expenses incurred for damages caused by any guest of the Client or of any outside contractor hired by the Client shall be the responsibility of the Client who agrees to indemnify and hold harmless Collective Minds Ltd t/a Stones Events from all claims and actions against them arising as a result thereof Collective Minds Ltd T/A Stones Events will not be responsible for any damages caused to the premises at which the event takes place due to the neglect of the default of the owner of the premises or his employees or agents of sub-contractors or any neglect of default of the Client or guests.

### 11. Breakages

Collective Minds Ltd will charge any breakages, damages or loss of hired equipment to the Client.

### 12. Force Majeure

If for any reason beyond its control, but not limited to strike, labour dispute, accident, act of war, act of God, fire, flood or other emergency condition Collective Minds Ltd is unable to perform its obligations under this Agreement such non-performance is excused and Collective Minds Ltd may terminate this agreement without further liability of any nature upon return of the deposit paid. In no event shall Collective Minds Ltd be liable for consequential damages of any nature or any reason whatsoever.

### 13. Personal Liability

If any agreement is signed in the name of a corporation, partnership, club or society, the persons so signing represents and warrants to Collective Minds Ltd that he or she has full authority to sign such contract and in the event that he or she is not so authorised, he or she will be personally liable for the faithful performance of this Agreement.

Signed

Date of Booking / /

Print

Date Signed