



Chordiem

Making events **EASY!**

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Booking terms and conditions

1. Payment

Advance payment is to be made as stated on your invoices sent, upon receipt of payment the booking will become firm.

2. Payment Period

If the balance of the booking is not paid within this period the company reserves the right to:

- defer or cancel this and any further bookings.

- Charge 2% interest, per annum over Barclays Bank Base Rate for the time being in force together with all expenses, including legal fees, which the company may occur in recovering such outstanding sums.

3. Cancellation

If a booking is cancelled by the client, the client must give written notice of this cancellation to the Company and the following percentage of the price stated in the booking will be payable:

- 28 days or less prior to the event – 100%
- 29-42 days prior to the event – 75%
- 43-60 days prior to the event – 50%

4. Event

All events are subject to availability. If the client alters the agreed event in any way e.g. by increasing the numbers, then the company has the right to increase the prices. If though unforeseen circumstances the company is forced to increase prices or alter packages the client shall be entitled to cancel the booking within 7 days of the announcement of the change.



5. Conduct

The orderly conduct of all persons attending the event is the client's responsibility. Any damage caused to any of the items supplied by the company which is due to the disorderly conduct or negligence of people attending will result in a replacement or repair charge being made to the client at the going rate, dependent on the severity of the damage caused.

6. Delivery of Goods

If for reasons identified as 'out of the company's control' The company will not be held responsible for the late delivery of goods or service where applicable. This can be caused by a road traffic incident or adverse weather which may in turn slow down the normal delivery time.

7. Liability

7.1 The company shall not be liable for any claim for damages or loss if the event is delayed or cancelled as a result of fire, earthquake, or natural disaster or act of war, terrorism or industrial dispute.

7.2 The company shall not be responsible for articles lost or stolen by persons attending the event.

8. Insurance

The client is advised to insure against bad weather affecting any outside event. Public liability insurance will be maintained for each event by the company

9. VAT

All prices are subject to VAT at 20%.

10. Damaged Goods

The client will be fully responsible for any damage to goods supplied to an event once company staff has completed set up and until the company return to dismantle goods supplied at the end of the event. Damaged goods will result in rebuild value charge being made to the client.