

Terms and conditions

Weddings and civil ceremonies at the RSA 2015-2016

Definition

The RSA House facilities are operated by RSA Adelphi Enterprises Ltd, hereinafter referred to as the 'RSA'. The 'client' means the organisation/individual in whose name the booking is made. The client shall be jointly and severally liable for payment of the event. The 'contract' means the agreement between the RSA and client for a specific booking or series of bookings. These Terms and Conditions will form part of the contract, together with any other terms stated in the contract documentation.

Confirmation and Final Numbers

- All bookings are considered as provisional until the client confirms the booking in writing (email deemed to be as in writing). From this point the booking is confirmed and is subject to the terms and conditions as outlined here. Once confirmation has been received in writing a contract will be issued. This outlines all the requirements for the event and should be checked carefully before signing. Once signed, all such provisions reserved on your behalf will be subject to the terms and conditions of the contract.
- The contract must be returned by the client within 10 days of the date of issue. This contract should be returned with a 25% deposit as indicated on the accompanying invoice. Failure to sign and return the contract within the specified period may result in the cancellation of the booking and the facilities being re-let.
- The estimated number of guests must be advised to the RSA at the time of the written confirmation. This number will be identified on the contract. Any amendment to this number must be notified to the RSA in writing not less than 7 working days prior to the event. The amount payable by the client shall be calculated on this final number, or the number actually attending, whichever is the greater. Please note the 'Amendments by the Client' below.

Approved Suppliers, Performing Rights and Statutory Regulations

The RSA has appointed Harbour and Jones as our caterers and you are required to use them for all catering.

The RSA operates an approved supplier list from which clients must select for other suppliers. Any wish to contract a supplier who does not appear on the approved list must be put in writing to your contact at the RSA. Suppliers should not be contracted without the approval of the RSA. The RSA reserves the right to approve any externally arranged entertainment, services or activities arranged by the client and cannot accept responsibility for any resultant cost. The RSA must comply with certain licensing and statutory regulations and requires the client to fulfil their obligations in this respect.

Deposits

Payment will be required via the following method: • A non-refundable deposit of 25% must be paid when returning the signed contract.

- The remaining amount due will need to be paid, in full, 4 weeks before the date of your wedding.
- You may pay instalments before the 4 week cut-off date, to do so please contact your wedding coordinator with the amount you wish to pay and an invoice will be issued to you.
- At the time of final payment 4 weeks prior to your wedding we would request that you provide the RSA with credit card details to cover any additional charges which may be incurred in the run up to the day. The RSA will refund any overpayment after the event.

Should there be any change to the final anticipated account after the final deposit has been issued (bar bills, additional drinks, guest numbers and sundries) we would request that at the time of final payment you kindly provide The RSA with credit card details that these monies may be charged to. If final numbers are less than the number charged for at the final deposit, The RSA will refund the difference after the event.

- Payment must be made in pounds sterling (UK £).
- Payment terms for all invoices will be 10 working days unless otherwise stated

Cancellations by the Client

In the unfortunate circumstances that you have to cancel or postpone your confirmed booking at any time prior to the event, the RSA will make every effort to re-sell the facilities on your behalf. If the RSA is unable to re-let the facilities, the following scale of cancellation charges will apply:

1. Cancellation at any stage will result in the loss of the initial non refundable deposit of 25%
2. Between 14 weeks and 9 weeks: 50% of the entire anticipated account.
3. Between 8 weeks and 4 weeks: 75% of the entire anticipated account.
4. 4 weeks or less: 100% of the entire anticipated account

Notification of cancellation should be advised to your contact at the RSA in the first instance verbally. Cancellations should also be put in writing by the client.

Should we be able to re-let your previously cancelled date the RSA will refund the amount previously paid to it by the client, less the 25% non-refundable deposit.

Amendments or cancellations by the RSA

Should the RSA, for reasons beyond its control, need to make any amendments to your booking, we reserve the right to offer an alternative choice of facilities. The RSA will not be liable for any loss or damage arising from such amendments. The RSA may cancel the booking:

1. if the booking might, in its opinion, prejudice the reputation of the RSA.
2. if the client is more than 30 days in arrears of previous payments.
3. if the RSA becomes aware of any alteration in the client's financial situation.

Please note we do recommend that Wedding Insurance is taken out by all couples.

VAT

VAT at the prevailing rate is chargeable on all services and facilities including room hire, catering and sundry services.

Insurance and Liability

- Insurance can be arranged to protect you and your event against cancellation or abandonment with a minimum sum insured based on the anticipated income of the RSA. Insurance can also cover non-appearance of the speakers or guests, property damage at or to the venue or its contents, third party bodily injury and third party damage.
- The costs of repairing any damage caused to the property, or its contents by the client, its associates or guests, must be reimbursed to the RSA by the client.
- The RSA will not be liable for any failure to provide facilities, services, food or beverage as a result of matters beyond its control.

Times of Hire

Events are required to finish at the times agreed in the contract. Extensions to these times, should they be possible, will incur additional charges.

Cloaks and Personal Property

The RSA does not accept responsibility for the property of the client and guests. Any items deposited in the Cloakroom are done so at the owner's risk and without any obligation on the part of the RSA.

Equipment Storage

The RSA has limited storage available for client use. This may only be used by prior agreement. The RSA does not accept liability for the loss of or damage to any items stored.

Externally Purchased Food and Beverages

Other than that supplied by the RSA items of food, wines, spirits or other beverages are not permitted to be brought onto the premises for consumption unless otherwise agreed in advance.

Affixing of Signage

No signs or other items may be placed on or affixed to any part of the RSA's premises without prior consent. Directional signposts are provided within the house and should be used for displaying all signage. You are required to obtain prior written approval if you wish to affix items to the walls, floors or ceilings of the rooms you are hiring.

Sub-letting

The client shall not sub-let the hired rooms without the RSA's written consent. This includes the prior approval of any exhibitors attending an event.

Use of the RSA Name and Logo

The RSA Adelphi Enterprises Ltd logo may be used in publicity once a proof of the promotional material has been agreed with the RSA.

Health & Safety and Disabled Access

- We are concerned for your health and safety and that of our premises. Please respect any requests by the Duty Manager to comply with safety issues.
- Instructions concerning fire evacuation routes are supplied in all rooms.
- All public rooms are accessible by wheelchair.
- Facilities for the disabled including ramps, hearing loops and dedicated wheelchair spaces are provided.
- A guide to the house is available from reception

Behaviour by Guests

Should any of your guests be unable to correct any aspect of poor behaviour the RSA reserves the right to terminate your event. Should this occur no monies will be refunded. The Duty Manager's decision is final.

Tastings

All confirmed events with three course meals are entitled to a complimentary tasting for two guests. This will include two options each course; the starter, main course and pudding. Further dishes can be tried at an extra cost.

Agreement to new Terms and Conditions:

Signed: _____ Date: _____

Wedding Date: _____