



West Warwickshire Sports Complex Events Terms and Conditions

Last updated	2 nd November 2022
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1 Scope

The agreement is for the provision of Food, Beverage and Room Hire services between West Warwickshire Sports Complex (WWSC) and you the customer.

2 Provisional Bookings, Deposit and Settlement

- 2.1 A deposit of the contracted room hire is payable to WWSC on the signing of this agreement. WWSC will send a confirmation email to confirm a booking upon receipt of a signed copy of this agreement.
- 2.2 Without the payment of a deposit any booking will be treated as provisional.
- 2.3 If another booking has been requested for the same date, you will be asked to confirm and pay the deposit. If not received WWSC reserves the right to cancel the booking.
- 2.4 For the event to proceed, the total bill for the event must be paid in advance unless prior agreement has been received in writing from WWSC that an invoice can be settled later.
- 2.5 Upon booking your event, please ensure that any catering requirements are discussed beforehand. It is worth noting, WWSC for the purposes of Health and Safety, do not allow outside catering. You are permitted to bring celebratory cakes and anything additional to this must be requested and agreed with WWSC in writing.
- 2.6 All payments are inclusive of VAT.

3 Event Planning

- 3.1 WWSC encourage customers to plan and prepare for their event in detail. Any essentials that customers may require for equipment, catering, beverage, staff, etc should be requested, and agreed in writing.
- 3.2 Any equipment being brought into the premises, will require the approval of WWSC. Upon agreement, the appropriate safety certifications will need to be supplied. If these are not supplied prior to your event booking, WWSC reserves the right to deny entry of any equipment brought to the event.
- 3.3 WWSC does not permit the independent selling of tickets or external publicity of any kind without its prior written consent.

4 Use of WWSC facilities

- 4.1 The agreement requires that customers hosting events agree with the following.
 - 4.1.1 The customer nominates a clear representative as host on the day to deal with any issues. If this is not communicated, WWSC will treat the customer making the booking as the nominee.
 - 4.1.2 That all persons attending the event behave in a respectful and reasonable manner to everyone present at WWSC on the day.
 - 4.1.3 The customer warrants WWSC shall only be used for the purpose of the event and reasonable care is taken to ensure the proper and careful use of the facilities.
 - 4.1.4 To comply with all instructions of the WWSC staff on the day of your event booking. If there are any issues, this must be raised to WWSC customer services manager.
 - 4.1.5 As a licensed premises, WWSC reserves the right to bar or eject anyone who is drunken, unruly, or blatantly abusing legal drinking regulations.
 - 4.1.6 WWSC reserves the right to cease an event if there is any damage or abuse of the premises or staff.
 - 4.1.7 Any child (under 16 years of age) attending the event must always be under the care and supervision of a parent or legal guardian.
 - 4.1.8 That the event will cease in orderly manner within the timeframe agreed at the time of booking.

5 Cancellation

- 5.1 A booking for less than 10 people can be cancelled at any time up to 48hrs in advance of the booking start. A booking for less than 20 people can be cancelled at any time up to 72hrs in advance of the booking start. A booking for less than 50 people can be cancelled at any time up to 7days in advance of the booking start. A booking for more than 50 people can be cancelled at any time up to 14 days in advance of the booking start. A valid cancellation will mean any deposit will be refunded in full. For the avoidance of doubt, if the cancellation is not made within the above times, any deposit will not be refunded.

5.2 WWSC reserves the right to cancel an event on the grounds of force majeure, local authority or police instruction, public safety, the prevention of crime or disorder or any other grounds in its absolute discretion. WWSC shall not be liable for any loss or damage suffered because of the cancellation.

6 Liability and Indemnity

- 6.1 The customer shall remain responsible for any losses suffered or incurred by WWSC for damages caused by any attendees of the event.
- 6.2 Except in respect of death or personal injury caused by WWSC negligence, WWSC excludes liability to the fullest extent permitted by law for any direct and indirect loss or damage suffered by you or any person attending the event.

7 General

- 7.1 Each party agrees to keep all information obtained, regarding the agreement of the event confidential.
- 7.2 No amendment or variation of this agreement shall be effective unless in writing and signed by the duly authorized representatives of the parties.
- 7.3 You may not assign, sub-contract or transfer the agreement or any of your rights or obligations without the prior written consent of WWSC.

8 Data Protection

WWSC has a strict data protection policy which can be referenced in WWSC Data Protection Policy online.

9 Contact us admin@westwarwicks.co.uk

Customer Print Name: Date

Customer Signature

WWSC Signature