

# Terms & Conditions

The Royal College of Physicians of Ireland (hereinafter referred to as the "RCPI") conference facilities at No.6, Kildare Street are operated by Wolveridge Ltd, who will be trading as No.6 and shall hereinafter be referred to as "No.6". The "Client" means the organisation/individual in whose name the booking of the facilities is made. The Client shall be liable for payment of the event. The "Contract" means the agreement between the Client and No.6 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 document.

## **Client Name:**

## **Client Company:**

## **Event Date:**

### **CONFIRMATION AND FINAL NUMBERS**

All bookings are considered as provisional until both the Client and No.6 sign the contract. Once signed, all such reservations will be subject to the terms and conditions of the Contract. The Client must return the Contract within 14 days of the day issued. If such time is not available prior to the event, it must be returned within 24 hours. Failure to sign and return the Contract within the specified period will result in the cancellation of the booking and such cancellation will be regarded as being cancelled by the Client. The number of guests must be advised to No.6 at the time of the verbal booking request. This number will be identified on the Booking Form. Any amendment to this number must be notified to No.6 in writing not less than three working days prior to the event.

### **Cancellations by the Client**

In the event that the Client cancels or postpones their confirmed booking at any time prior to the event, the following cancellation charges will apply:

The booking deposit is non refundable. If however an alternative event books to the same value the booking deposit will be returned less a 10% administration fee.

Should a booking cancel within 6 working days of the event a catering fee may be charged – this will be at the discretion of the Caterer. Notification of cancellation should be advised to RCPI conference office in writing. In the interests of certainty, the date of cancellation for the charges noted above will be regarded as the date that written notification of the cancellation is received by RCPI.

### **Amendments or cancellations by No.6**

Should No.6, for any reasons, need to make any amendments to the booking, they reserve the right to offer an alternative choice of facilities. No.6 will not be liable for any loss or damage arising from such amendments. The parties also agree that No.6 may cancel the booking unilaterally and will not be liable for any loss or damage arising from such cancellation, if:

1. the booking might, in the opinion of the RCPI or No.6, prejudice the reputation of the RCPI; or
2. the Client is more than 30 days in arrears of previous payment; or
3. No.6 or the RCPI becomes aware of any detrimental alterations in the Client's financial situation.

### **Deposits, Payment and Credit**

No.6 reserves the right to require the payment of all or part of the anticipated cost of the event at anytime prior to the date of the function, the amount of which will be determined by No.6. Should the Client fail to pay such a deposit, No.6 may treat the booking as having been cancelled by the Client.

An initial Deposit of the hire charge will be required within 7 working days of written confirmation of the booking. The booking is not deemed confirmed until this payment is received.

A further payment of the anticipated food costs will be required 6 weeks prior to the event date. No. 6 reserves the right to cancel the event should this payment not be received in advance of the event date booked. Credit facilities will only be made available subject to satisfactory checks on the current credit status of the Client and at the discretion of No.6. Payment will be due for credit accounts 7 days following the date of invoice. No.6 reserves the right to re-check the Client's credit status at any time before the commencement of the event and to unilaterally increase the amount of deposit and/or pre-payment at any stage. All payments must be made in Euro (E).

### **VAT**

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

### **Catering**

Unique Dining are the exclusive Caterer to The Royal College of Physicians of Ireland No. 6. Kildare Street.

### **Time of Hire**

Events are required to finish at the times agreed in the contract. The building must be vacated by 2am latest.

### **Cloaks and Personal Property**

No.6 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 No.6.

### **Equipment Storage**

No.6 has limited storage available for Client use. This may only be used by prior agreement. No.6 does not accept liability for the loss of or damage to any items stored.

### **Performing Rights and Statutory Regulations**

No.6 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 Client agrees that they will always comply with the statutory laws concerning licensing and entertainment and hereby indemnifies RCPI against any cost, awards, penalties or otherwise from any failure to do so.

### **Affixing of signage**

No signs or other items may be placed on or affixed to any part of the building without prior consent. You are required to obtain prior written approval if you wish to affix items to the walls, floors or ceilings of the room/s you are hiring.

### **Sub-Letting**

The Client shall not sub-let the hired rooms without No.6's written consent.

### **Use of the RCPI name and logo / No.6 name and logo**

The RCPI logo may not be used. The RCPI name may only be used with prior written consent. No.6 name and logo may be used in publicity, for the given event only, once a proof of the promotional material has been agreed with RCPI and No.6. Copyright on photography is protected under the Irish Copyright Act of 2000.

### **Promotion**

When promoting your event you must include our standard disclaimer on any printed material. This should be printed no smaller than half the font size of the standard text of that document. **When using the words Royal College of Physicians of Ireland in large font on a poster or in a newspaper advert it must be prefixed with the text "Venue:"**. The logo of the College may not be printed on any promotional material and only those photographs provided by the College may be used.

### **Standard Disclaimer**

RCPI, No.6 Kildare Street is a conference and events centre. Events held in this venue by third parties have no affiliation with the Royal College of Physicians of Ireland.
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### **Guests**

The College would greatly appreciate advanced warning of any distinguished visitor e.g. a senior member of the Medical Profession or a member of Government taking part in your meeting. On occasion additional facilities may be required for special hospitality and we will be glad to assist you in this regard. Protocol dictates that it is the prerogative of the President of the College to welcome any guest entering College buildings.

**Health & Safety and disabled access**

The Client agrees to fully respect any requests by RCPI or No.6 staff to comply with safety issues. All public rooms are accessible by wheelchair. Instructions concerning fire evacuation routes are supplied in all rooms.

Signed of behalf of the Client: \_\_\_\_\_

Date: \_\_\_\_\_