

Please sign below to accept the terms and conditions, in order that we may commence research on behalf of your organisation (the client/organisation).

Client Name: Company:

Name (PRINT): Date:

Terms and Conditions

Events and Venues (E&V) offer a free venue finding service to your organisation for meetings and events throughout the UK and Europe.

How E&V Operate:

Once your organisation have provided E&V with an enquiry brief and deadlines, E&V will:

- Research all suitable venues
- Collate all relevant information and produce a shortlist based on suitability
- Negotiate the most favourable rates and secure the space
- Produce a comprehensive quotation giving details of the venue, available space and costing breakdown i.e. delegate rates, room hire, AV equipment, accommodation, catering
- Produce a location map to show all venues
- Discuss the quotation with your organisation and extend the search if necessary
- Arrange site inspections (an E&V account manager can be present if required)
- Send written confirmation to the chosen venue, an exact copy is sent to your organisation by email
- Arrange contracts between the chosen venue and your organisation. Contracts and payment arrangements are to be signed by your organisation and not E&V
- E&V will call pre and post event to check that both parties are happy with arrangements

We operate on a completely transparent basis with no hidden charges. We receive a basic commission fee from the venue or hotel contracted by your organisation in line with industry standards.

As a member of the HBAA, E&V is a recognised professional adhering to the 'Code of Conduct'.

We offer completely impartial advice and are independent of any particular hotel company.

What E&V asks your organisation:

- We simply asks your organisation to:
- Provide us with names of venues already approached for the same event
- Inform us at the time of enquiry, if another agency has been given the same instructions
- Preferred location, this may include post code if an exact location is required
- Preferred dates (to include arrival date and duration)
- Style of venue required (for example hotel, dedicated training venue, star rating)
- Budget for the event (this may be based on a previous repeated event)
- Relevant deadline dates
- Not to approach venues direct for any follow up meetings
- Respond to us with feedback on all venues put forward
- Inform us of any change in dates and delegate capacities as soon as they are known
- Inform us of venues to be shortlisted. We will organise any required site visits directly with the venue - sending out confirmation of visits to both the venue and client

Our research is free. Accompanied site visits are also free on the basis that a booking is confirmed. If the client does not proceed with the booking, or the client books a venue direct (not through us) then we reserve the right to make a charge of £150 for each day spent on site visits.