

TERMS & CONDITIONS

All telephone bookings will be regarded as provisional and must be confirmed in writing using the booking form. Please fax your booking form to 020 7383 5915 or post to the Conference Co-ordinator, The Augustana Centre, 30 Thanet Street, London WC1H 9QH.

Written confirmation using the booking form will be taken as acceptance of these terms and conditions.

The organisation and / or individual in whose name the booking is made, unless otherwise stated, will be considered the Hirer, and shall be jointly and severally liable in respect of the booking.

All the Hirer's requirements should be detailed on the booking form at the time of booking. The Hirer shall notify The Augustana Centre of any changes to the requirements detailed on the booking form, in writing, not less than three working days (Monday to Friday) before the function.

On receipt of the booking form The Augustana Centre will confirm the booking in writing including confirmation of the charges incurred by the Hirer. An invoice for a 25% deposit will be submitted with the confirmation. Cheques should be made payable to the 'International Lutheran Student Centre' (or 'ILSC').

Cancellations

In the event that the Hirer cancels a confirmed booking, the following charges will be applied:

Less than 3 months notice	25% of the room hire charge
Less than 28 days notice	50% of the room hire charge
Less than 14 days notice	75% of the room hire charge
Less than 7 days notice	100% of the room hire charge, plus any catering costs incurred

Notifications of cancellations should be made in writing and will be effective from the date received by The Augustana Centre.

The Augustana Centre reserves the right to cancel the booking if the holding of the function is prevented by reasons of circumstance beyond the control of The Augustana Centre.



Deposits and payments

A deposit, normally 25%, is due when The Augustana Centre confirms your booking and is to be paid by the date requested on the deposit invoice. The balance will be invoiced after the function. Payment for all final invoices is required within 30 days of the invoice date. Any dissatisfaction must be recorded and sent in writing within two weeks of the event for negotiations to take place. Should the Hirer fail to pay any invoices during this period, The Augustana Centre shall have the right to cancel any other contractual agreements without prior notice. Cheques should be made payable to the 'International Lutheran Student Centre' (or 'ILSC').

Third party insurance and liability

The Augustana Centre shall not be responsible for any loss or damage to property arising out of the holding of a function or any injury which may be incurred by, or done or happen to, any persons or during the holding of a function arising from any cause whatsoever. Nor shall The Augustana Centre be responsible for any loss due to mechanical breakdown, failure in supply of electricity or telephone, water leakage or flood, fire, riot, government restriction or act of God which may cause The Augustana Centre's premises to be temporarily closed or the function interrupted.

The Hirer shall be responsible for any damage caused to the building fabric or furniture and equipment by the Hirer or the Hirer's guests or customers and shall pay to The Augustana Centre on demand the amount required to make good or remedy any such damage.

The Augustana Centre confirms that it has and will maintain sufficient Public Liability Insurance for an event of the nature of the booking.

Administration

Please note that we are not a dedicated conference office and therefore are unable to undertake administrative work such as photocopying, sending faxes, booking taxis etc.

Personal property

The Augustana Centre shall accept no responsibility for the property of customers or guests. Goods deposited on the premises are deposited entirely at the owner's risk and without any liability on the part of The Augustana Centre.

Over-running

All functions are required to conclude as agreed when booking. Extended use of the facilities may not always be possible and will result in extra charges.

