



### Booking Information

Contact name	
Company name	
Department	
Address	
Invoice address (if different)	
Contact number	
Email address	
Date of conference	
Time of conference	
Room(s) required	
Number of delegates	
Name of Conference	

### Refreshment/ Equipment

Refreshment	Time(s) required	Number
Tea and coffee (£1 per cup)		
Tea, coffee and biscuits (£1.30 per cup)		
Water/ Fruit juice (£1.50 per carton)		
Buffet option A,B or C		
Equipment	Number	
Laptops (£10 per laptop)		

All our rooms have HD projectors, SMART Screens and WIFI connection.

By signing this form I am agreeing with the terms and conditions listed on the next page.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return to: Conference Administrator, College of Human and Health Sciences,  
Swansea University, St David's Park, Carmarthen, SA31 3HB

Email: [parcdewisant@swansea.ac.uk](mailto:parcdewisant@swansea.ac.uk)

Contact Number: 01792 513825



# PARC DEWISANT



## 1. MAKING A BOOKING

1.1 No Booking made by the Organisers shall be deemed to be accepted by the University unless and until confirmed in writing by the University's authorised representatives.

1.2 The Organisers shall be responsible to the University for ensuring the accuracy of the terms of the Booking and for giving the University any necessary information relating to the Booking within a sufficient time to enable the University to perform the Contract in accordance with its terms.

1.3 Provisional bookings are only held for 48 hours after which time the rooms are released unless a Booking Form is received and the booking is confirmed

## 2. PRICE OF THE SERVICE

2.1 The price of the Service shall be the price quoted to the Organisers by the University in or at the time of the booking as set out in the attached schedule.

2.2 The price for the Service is exclusive of any applicable value added tax which the Organisers shall be additionally liable to pay to the University.

2.3 Except as otherwise stated under the terms of any quotation and unless otherwise agreed in writing between the Organisers and the University,

all quotations of price given by the University will be valid for a period of 28 days from the date of the quotation.

## 3. TERMS AND CONDITIONS OF PAYMENT

3.1 Subject to any special terms agreed in writing between the Organisers and the University:

3.1.1 The Organisers may be required to provide a non-refundable minimum deposit of 25% of the anticipated total invoice.

3.1.2 The University shall invoice the Organisers for the price of the Service (less any deposit paid) directly after the conclusion of the event.

3.2 The Organisers shall pay the price of the Booking within 28 days of the date of the University's invoice. Payment of the invoice may be made by

BACS or by a cheque drawn on a UK bank. Cheques should be made payable to the 'Swansea University' and crossed A/C Payee Only.

3.3 If the Organisers fail to make any payment on the due date then, without prejudice to any other right or remedy available to the University, the University's debt collection regulations will apply

3.4 Charges of less than £50 must be paid in advance (by cheque)

## 4. ORGANISERS' OBLIGATIONS

The Organisers shall appoint a responsible adult to be in attendance throughout the time of the event and who shall be responsible to the University

for the conduct of the delegates during the event. The name of the responsible adult shall be provided in writing to the University by the Organisers

at least 14 days prior to the commencement of the event.

## 5. CANCELLATION

5.1 In the event of cancellation of the Booking or reduction in numbers below Minimum the following charges may be applied:

5.1.1 Events cancelled up to 4 weeks before the event: the organiser will lose their deposit (if applicable).

5.1.2 Events cancelled between 4 weeks and 2 weeks before the event; the organiser is liable for 50% payment based on the numbers given.

5.1.3 For events cancelled less than 14 days before the event the organiser is liable to 100% payment based on the numbers given and the facilities booked

## 6. ALTERATIONS TO BOOKINGS

6.1 The University reserves the right to offer an alternative choice of Service in the event of a Force Majeure.

6.2 The University reserves the right to amend the Contract price and/or Service where significant amendments to the Booking are made by the Organisers and/or expected number of delegates.

## 7. LIABILITY

7.1 The University does not accept any responsibility or liability whatsoever for the loss or damage to articles left on its premises and grounds and accepts no responsibility for personal injury to delegates, visitors or guests whilst on or in University property unless caused by the acts or omissions

of the University, its' servants or agents.

7.2 The Organisers shall be liable for any damage caused to the property contents or grounds of the University by its delegates, agents or employees and shall reimburse to the University upon demand all costs incurred as a result of any such damage, expenses and losses.

## 8. FIRE SAFETY

The Organisers shall ensure that all delegates acquaint themselves with the fire evacuation instructions which are posted throughout the University.

## 9 EXCLUSION OF OTHER CONDITIONS

No other conditions or terms (whether contained in any document issued by the Organiser or in any written or oral communication between the parties) shall apply to the Contract nor shall the Conditions be varied without the University's written agreement.

Swansea University Prifysgol Abertawe