



AFCEA LONDON CHAPTER TERMS AND CONDITIONS:

CYBER DINNER – JUNE 19TH 2019

1. AFCEA London Chapter will issue a schedule for the Cyber Dinner to be held at Royal Holloway University of London in the Picture Gallery on 20th June 2018. Signing of the schedule represents confirmation of your participation at the Dinner.
2. AFCEA London Chapter requires payment in full as confirmation of the booking.
 - Payment terms are strictly 30 days from date of invoice. Cheques should be made payable to: AFCEA London.
 - Payments by Credit Card can be made via the AFCEA London Chapter Events Booking Page at <http://www.afcea.org.uk/london-bookpay/> and selecting the ad-hoc payments option
 - For payment by Bank Transfer, our account details are as follows:

Lloyds TSB Sort Code: 30-91-79

Account Number: 00665968

IBAN: GB95 LOYD 3091 7900 6659 68

AFCEA London Chapter is not registered for VAT
3. Once your booking has been confirmed, any change by you will be considered as a cancellation.
4. If you wish to cancel your booking, the following charges will apply:
 - More than three months' notice – Full refund available
 - Less than three months' notice – 90% charge of the total value of the booking.
 - Less than two months' notice – full charge of the total value of the booking.
5. Each table will seat 10 people. Client to fill eight places. You may not exceed this number. AFCEA will fill the remaining two places with VIP Guests.
6. Clients purchasing a table **must NOT** re-sell individual places.
7. Final guest names must be confirmed at least 10 working days prior to the dinner.
8. Substitutions will be accepted up to 48 hours prior to the event.
8. Your guests must accept responsibility for any damage to the Venue property (or to that belonging to any individual or organisation) other than fair wear and tear, and for injuries, fatal or otherwise to any person(s) arising from or in connection with their use of facilities caused by negligence, wilful act, or default. AFCEA London Chapter reserves the right to ask any person or group of persons to vacate the venue premises immediately for bad or inappropriate behaviour.
9. AFCEA London Chapter does not accept liability for any claims arising from failure to provide any of the services contracted and reserves the right to alter or cancel any booking due to circumstances beyond its control, including but not limited to, industrial action, flooding, storm, supply of gas, electricity and water, fire alarm evacuation, or act of God.
10. The costs of repairing any damage caused to the property, contents or grounds by you or any of your guests must be reimbursed to the venue owner by you.
11. Smoking is not permitted on site, other than in specifically designated areas.
12. You are required to acknowledge that you have read and understood any venue specific Fire Safety Regulations, which may be provided to you. You must draw the attention of your guests to any such Fire Regulations.
13. Guest overnight accommodation, if required, is to be booked on line directly with the venue and not through AFCEA London Chapter.

January 2019