

TERMS AND CONDITIONS

TERMS AND CONDITIONS— PLEASE READ CAREFULLY BEFORE SIGNING

BOOKING: A provisional booking may be made for a date, and will be held for 7 days. A written confirmation letter secures your booking. In the case of the letter not being received by Coalburn Miners' Welfare Charitable Society after the 7 day period Coalburn Miners' Welfare Charitable Society reserves the right to release the booking without consultation with the client. A 20% deposit would be required for short notice bookings.

FINAL NUMBERS: Coalburn Miners' Welfare Charitable Society requires the approximate number of delegates at the time of booking. The final number of the DAY delegates is required 48 hours before the event. Clients will be charged for this number of delegates or more numbers if numbers increase on the day.

PAYMENT OF ACCOUNT: If credit has been agreed the account must be settled within one calendar month of the event date. Failure to settle within this time will result in interest being added to the outstanding amount at Bank of England base rate + 2%. If no credit arrangements have been made the account must be settled on close of day.

PRICES: Prices within this booklet are valid until the end of December 2008 and are inclusive of VAT at the current rate of 17½%. However Coalburn Miners' Welfare Charitable Society does reserve the right to make adjustments to those prices should the need arise.

CANCELLATION: Should you need to cancel the event the following charges will apply.
Cancellation within 6 weeks of event—20% of total cost.

AGREEMENT & BILLING DETAILS:

Client details:

Name of Client.....

Company.....

Address.....
.....

Billing Contact and details.....

Name of billing contact.....

Address.....
.....

Telephone no.....Fax No.....

E-mail.....

Date of Conference.....

TERMS AND CONDITONS - I hereby agree to the terms and conditions as laid out above. I understand that as a result I am responsible for the booking and any payment due to Coalburn Miners' Welfare Charitable Society.

Signed on behalf of client.....Date.....

Signed on behalf of CMWCS.....Date.....