

Events & Venue - Free Venue Finding Service  
ACCEPTANCE OF TERMS AND CONDITIONS

(Complete and Email reply to: [enquiries@eventsvenues.com](mailto:enquiries@eventsvenues.com) or Fax: 01179 413888)  
Sherbourne House, 268 Church Road, Bristol, BS5 8AF

Please tick this box to accept the terms and conditions below, in order that a member of the E&V dedicated team may commence research on behalf of yourself (the Client/Organisation).

Client Name: ..... Company: .....

Name (printed): ..... Date: .....

**Terms and Conditions**

Events and Venues (E&V) offer a Free Venue Finding Service to clients for Event and Accommodation Bookings - this service includes venue research throughout the UK and into Europe.

**How E&V Operate:**

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

- Research suitable venues
- Collate all relevant information and produce a shortlist based on availability
- Negotiate the most favourable rates and secure the space
- Produce a comprehensive quotation giving details on venue, available rooms and costing breakdown ie. delegate rates, room hire, AV equipment, accommodation, catering.
- Provide a location map on quotations to show all venues.
- Discuss the venues available, hold options and extend the search if necessary.
- Arrange site inspections (an E&V account manager can accompany you if required - see below)
- E&V provide a written confirmation for your preferred venue a copy of which is sent to you. All Contracts produced by the Venue are between the Venue and you the Client and the Company you represent.
- All cancellation policy details are the responsibility of the client unless E&V have agreed separately to act as event manager to control bedroom allocations and release dates.
- Assist with event management both pre event and on site if this is required.

E&V operate on a completely transparent basis - there are no hidden charges. Conference business & accommodation rates are offered by venues on a commission basis which is stated on all confirmations. Fees will only apply if E&V are working as Event Managers or providing additional services.

E&V offer completely impartial advice and are independent of any particular hotel company.

As a member of the HBAA, E&V is a recognised professional within the industry adhering to a "code of conduct".

E&V meet regularly with sales representatives from ALL the major hotel groups and representation companies to ensure best rate availability. E&V have local rate agreements with a variety of hotels in many areas of the UK which we set up on the basis of high volume.

**What E&V asks of Clients:**

With regards each new enquiry, we ask you to provide E&V with:

- You must disclose if another agency has already been approached to research the same event or if you have approached any venues direct.
- Preferred dates which have been checked internally with trainers or key personnel attending.
- Budget approval has been given to run this particular event
- Inform E&V of any major changes as soon as they are known as this may affect availability
- Respond to E&V with feedback and details of venues to shortlisted.
- E&V will organise site visits directly with the venue
- If you have to cancel the booking or change dates you do this through E&V
- If you want to repeat this event or use the venue again, you will re-book through E&V

E&V research is completely free to clients with genuine enquiries. Any client found to be researching only as a benchmarking exercise and not making this clear at the time of enquiry may be charged a fee appropriate to the time spent on the research. Accompanied site visits in the UK are free on the basis that a booking is confirmed although travel expenses may apply. If you do not proceed with the booking following a visit, or you book direct E&V reserve the right to make a charge of £150 per day.

