

Terms & Conditions for booking events & activities with Academic Venue Solutions (May 2018)

Venue criteria:

All bookings are provisional and only available to genuine academic venues, including colleges, universities, independent schools and professional establishments that provide education. The Academic Venue Solutions team will confirm all bookings in writing.

Payment policy:

A valid purchase order number should be provided for all activities at the time of booking, where possible, which will then be included on invoices issued to venues. All Academic Venue Solutions invoices state that full payment should be made within 30 days of the invoice date.

Cancellation policy:

If after making a booking, a venue decides to cancel taking part in a promotional activity or attending an event, an authorised employee at the venue must give written notice to Academic Venue Solutions. In the event of a cancellation the cost due to us is applied on the following scale:

- 75% of total fee for cancellations received more than one month before the date of the booked event or promotional activity.
- 100% of total fee for cancellations received less than one month before the date of the booked event or promotional activity.

NOTE:

If a venue wishes to cancel their annual membership subscription they are required to give 12-months written notice at the start of the membership year ie April. Details of the terms of membership are outlined in the company's Articles of Association.

This policy applies to all bookings, unless different details are highlighted for a particular event or promotional activity.

Promotional policy:

All website addresses and phone numbers included in our promotional activities must be directed to the venue's own website or sales team. There should be no link to any other organisation without prior written agreement from the Academic Venue Solutions team.

If you have any queries regarding these terms and conditions please contact the office on 0114 245 3423