

Conference Centre Booking Form

Please complete this electronic form by double clicking into each box and following instructions. Please save the form and email it to enquiry@kenwardtrust.org.uk.

Booking in the name of:

Organisation/Agency:

Title of Meeting:

No. of Attendees:

Postal Address:

Date required:

Duration of Meeting:

Start

Finish:

Please select your requirements from one of the 3 following options:

Day Packages (minimum 10 persons)

First 15 delegates charged at full price, each delegate charged at £12 thereafter

Choose from 3 lunch options:

Business Lunch @ £26 per head

Continental Lunch @ £27 per head

Kenward Hot Lunch @ £29 per head

If there are vegetarian guests, please specify how many _____

Choose Your Own

Room Hourly Rate £28 per hour (Day Rate £140.00 for 5+ hours). Please state number of hours _____

Select one of 3 lunch options, if desired:

Kenward House Afternoon Tea @ £7.00 per head

Lite Lunch @ £8.50 per head

Kenward Hot Lunch @ £9.75 per head

If there are vegetarian guests, please specify how many _____

Additional servings of tea/coffee/biscuits @ £1.20 per head Yes Number of servings: _____

Breakfast / Brunch Package (minimum 10 persons)

Price £7 per person + hourly room rate; served up until 12pm.

Room Hourly Rate £28 per hour (Day Rate £140.00 for 5+ hours). Please state number of hours _____

Full English Continental No. of vegetarian guests _____

Additional servings of tea/coffee/biscuits @ £1.20 per head Yes Number of servings: _____

For all bookings please indicate the times you would like your refreshments and/or food.

Please indicate time(s) that you would like tea/coffee/biscuits to be served: _____

Please indicate the time for lunch / breakfast / brunch to be served, if applicable: _____

Please select your room requirements.

Equipment:

Data Projector

Laptop

Flip Chart/Paper/Pens

Speakers

Room layout:

Boardroom

Theatre

U-shape

Classroom

Cabaret (max. 32)

Other: please specify _____

How did you hear about us?

Venuedirectory.com Kenward Trust website

Internet search (Google, Yahoo etc) Leaflet

Recommended by colleague/ friend Returning customer

iKent LateMeeting.com

www.kentconferencebureau.co.uk conferencekent.com

Other – please specify: _____

All bookings will receive a 10% room hire discount if you are a:

Registered Charity Repeat Customer*

(*Has used facilities at least once within last twelve months.)



Please return completed booking form to:

Email: enquiry@kenwardtrust.org.uk

Fax: 01622 815 805

Post to: Jackie Power/Jane Moon

Kenward Trust, Kenward Road, Yalding, ME18 6AH

If you have any queries please call on 01622 814 187.

For office use only

(cc: Kitchen/Proj. Mgr/Hse Keeper/Resettlement Manager/Reception):

Room allocated:

Venue Hire Charge:

Equipment booked:

Lunch Arranged (cost per head):

Date:

Signature:

Thank you for booking the **Kenward Trust Conference Centre** for your event.

Conferences and Events

Terms of Business

CONTRACT

Bookings will only be accepted following receipt of completed booking form. The person booking the room shall, for the purposes of these Terms and Conditions be deemed to be the Hirer. No transfer of bookings or sub-bookings will be allowed. Rooms may at the Trust's discretion be booked for a single event more than one year in advance subject to the strict understanding that the scale of charges at the date of the function will apply unless payment is made in full at the time of the booking. Bookings for a series of meetings or events would not normally be accepted for a period exceeding 12 months. The facilities may only be used for the purposes and period stated on the booking form.

Payment shall be by cash, cheque, bankers draft or BACs Transfer.

Deposits Kenward Trust reserves the right to require payment in whole or in part in advance prior to the holding of a function or conference, the amount of which will be determined by Kenward Trust. Should the customer fail to pay such deposit within seven days of being requested to do so. Kenward Trust will treat the booking as having been cancelled by the customer. Please note deposits are not refundable in the event of a cancellation.

PRICES/INVOICING

All prices are quoted inclusive of VAT at Standard Rate or exempt from VAT where applicable.

Invoices will be submitted on completion of the event or in accordance with specific billing arrangements agreed between Kenward Trust and the customer. Payment is due thirty days from the date of the invoice.

Outstanding Invoices Kenward Trust reserves the right to charge interest on overdue accounts at 2% above National Westminster Bank's Base Rate and to take legal action where necessary to recover the debt.

STATUTORY REGULATIONS

Kenward Trust is subject to Statutory Regulations including those relating to Health and Safety and fire precautions. All regulations must be strictly observed.

CLOAKS AND PERSONAL PROPERTY

Kenward Trust does not accept responsibility for the property of customers or guests.

FINISHING TIMES

Functions and conferences are required to finish at the time agreed when the booking is made and in the event of the function continuing after the specified time Kenward Trust reserves the right to make such additional charge as they in their absolute discretion shall consider appropriate in the circumstances to cover extra expenses incurred and cover usual hire charges.

CONFIRMATION OF FINAL CHARGEABLE NUMBERS

The estimated number of guests attending shall be notified at the time of booking. The customer shall notify Kenward Trust not less than seven days prior to the function or conference, the anticipated numbers of expected guests. This figure will be the minimum number chargeable to the function or conference account.

CANCELLATION

Deposits

Deposits made to Kenward Trust are to be set against monies due or to become due from a customer in respect of bookings. Deposits are not returnable by Kenward Trust under any circumstances in the event of cancellation by the customer.

If the customer cancels a conference or function, the following charges may be imposed at Kenward Trust's discretion.

For cancellations of seven days or less prior to the start date the charge will be 75% of the estimated total account for the event less VAT.

Failure to attend without written notification will incur a charge of 100% of the estimated total account for the event less VAT.

ALCOHOL POLICY

Kenward Trust is a rehabilitation centre for people recovering from alcohol and drug additions and as such no beers, wines or spirits are permitted on site at any time by customers or guests for consumption or otherwise.

DAMAGE

The customer shall be responsible for any damage caused to the allocated rooms or the furnishings, utensils and equipment therein by any act, default or neglect of the customer, subcontractor or guests of the customer and shall pay to Kenward Trust on demand the amount required to make good or remedy any such damage.

LIMITATION OF LIABILITY

Kenward Trust will not be liable whether to the Customer, the Customer's employees, agents, representatives, guests or subcontractors or any third party for any loss of profit or of contracts or for any other consequential or economic loss howsoever caused.

Kenward Trust shall not be liable for any loss, damage or expense howsoever arising from any delay or failure of performance arising from circumstances beyond its reasonable control including but not limited to earthquake, flood, storm, Act of God or of public enemies, national emergency, invasion, insurrection, riots, industrial disputes, boycott, interruption of services rendered by any public utility or interference from any Government agency or official.

These Terms of Business are subject to revision at the discretion of the Management.

Registered charity no. 1146481. Registered in England no. 7931728.