

## SPORTSWORLD HOSPITALITY

### TERMS & CONDITIONS

A booking is not considered as confirmed until Sportsworld has received a signed Booking Reservation Form from the client, which incorporates acceptance of the Terms and Conditions and Sportsworld has issued a written confirmation of booking. A signed booking form must be returned to Sportsworld within 24 hours of booking to guarantee availability. If received after 24 hours then packages are subject to availability at the time of receipt of the booking form.

#### **Payment Terms:**

A deposit as stipulated at the time of booking and shown on the booking form must be paid to Sportsworld within 10 working days from the date of the invoice, otherwise the booking may be cancelled and the space resold at the sole discretion of Sportsworld. Final balances must be paid to Sportsworld not later than twelve weeks prior to the event starting date. If the booking is made within 12 weeks of event starting date the full balance must be paid to Sportsworld within 10 working days from the date of the invoice. For bookings made within 7 days of the event starting date and for additional services made during the event, payment must be made by authorised credit card. Sportsworld reserves the right not to dispatch the documents relating to an event unless payment of all accounts has been received in full.

#### **Credit Cards:**

Sportsworld will accept all major credit cards, although a service charge will be applied in the following terms - Visa and MasterCard 2%, American Express 2.5%. This charge is subject to alteration in line with credit card rate fluctuations. Please note that there is no charge for Switch and Delta.

#### **Cancellations:**

In the event of cancellation by the client, at any time after Sportsworld has issued a 'confirmation of booking', the deposit (or full payment due) is non refundable. In the event of cancellation by the client after the date on which the balance becomes payable this balance remains due. Cancellations must be received by Sportsworld in writing.

#### **Alterations:**

In the event that Sportsworld is obliged to make any material changes in the package arrangements or cancel them as booked by the client for any reason other than 'Force Majeure' Sportsworld endeavour to ensure that alternative arrangements offered are of at least equal or superior standards.

Should the event be cancelled or postponed other than by Sportsworld, the company will endeavour to obtain the highest value refund for its clients. However, it is the responsibility of the client to adequately insure themselves against cancellation or postponement of the event.

#### **Liability:**

Sportsworld accepts liability for the component parts of the package arrangements and undertakes that these should be provided to a reasonable standard.

#### **Availability:**

All packages are subject to availability. All prices exclude VAT where applicable.

#### **The Contract:**

All terms contained in these terms and conditions are subject to English Law and jurisdiction. The contract becomes effective on the issue of a "Confirmation of Booking" by Sportsworld.

*Amended: 01/05/2008*