

face2face communications limited
Standard Terms and Conditions of Service

In these terms and conditions ("Terms"), which apply to all bookings, the expression "the Company" means *face2face communications limited* specified in the Client's confirmation and "the Client" means the person, firm or company booking the event.

1. Booking Confirmation
 - 1.1 Any booking is provisional until the Company receives a signed copy of the Terms from the Client or written confirmation of booking from the Client, receipt of which will be deemed to the Client's acceptance of these Terms.
 - 1.2 The Client shall pay to the Company the Contract Price as follows:
 - 1.2.1 50% on the date of this Agreement
 - 1.2.2 30% seven days prior to the event
 - 1.2.3 The balance within 30 days of delivery of the Event
2. Cancellation and Postponement
 - 2.1 In the event of cancellation, for any reason, the Company reserves the right to levy cancellation charges as follows:-

6-3 months notice:	25% of total account including forfeit of original deposit.
3-1 months notice:	35% of total account including the forfeit of original deposit.
1 month – 1 week's notice:	50% of total account including the forfeit of original deposit.
1 week – 48 hours notice:	75% of total account including the forfeit of original deposit.
Within 48 hours:	100% of total account including forfeit of original deposit.
 - 2.2 Cancellation notice must be served to the Company in writing by the Client via a choice of E-mail, Fax or Recorded First Class Post and any such cancellation will be deemed to have taken place on the date of receipt of such notice.
3. Changes in the Event Programme and Extras
 - 3.1 The Company shall carry out such changes to the Event as the Client reasonably requires and the cost of such changes shall be borne by the Client.
 - 3.2 All extra costs incurred, will be agreed in writing between the Client and the Company and payment will be made by the Client within 30 days of delivery of the event.
4. Payment
 - 4.1 Prices quoted by the Company may only vary with the prior written agreement of the Client, or due to changes in Valued Added Tax, or other reason outside the Company's control in which case the will be immediately notified to the Client. In such latter event, the Client will have the right to cancel the Booking without cost.
 - 4.2 Payment is by cash, cheque, BACS Payment or banker's draft.
 - 4.3 All sums payable under this agreement are due for payment on presentation of the invoice. In the event of any query relating to the invoice, the Client must notify the Company within 7 seven days of the invoice date and the Client's obligation to pay all outstanding balances immediately will not be affected.
 - 4.4 The Company reserves the right to charge interest at 1 rate of two percentage points per year above the Natwest Bank plc base rate on any outstanding balance.
5. Etiquette and Control

It is the Company's policy not to discriminate on the grounds of race, colour, nationality, creed, sex, marital status, ethnic origin, or disability. The Client, its guests and all sub-contractors engaged by or on behalf of the Client are expected to adhere to this policy and the Company reserves the right, without incurring liability to the Client, to remove from the event any person or persons offending against this policy.
6. Liabilities
 - 6.1 Other than for death or personal injury caused by negligence, the Company, its directors and staff will not be liable for any loss, damage or expense to any person or thing however caused.
 - 6.2 Unless the Company is liable under clause 8.1 the Client will indemnify the Company from and against any and all liability and any claims, costs, demands, proceedings and damages resulting or arising from the booked event or function, the Client, its guests and any outside contractor.
 - 6.3 The Client is responsible for any damage caused to the allocated room, furnishings, utensils and equipment in them by any act, default or neglect of the Client, its guests or sub-contractors and shall pay to the Company on demand the amount required to make good or remedy any such damage.
7. Copyright and other Rights

The Company retains all present and future copyright in the Event and all other rights in the event whether in existence now or created in the future.
8. Moral Rights

The Client acknowledges that the Company asserts its moral rights generally of the Event under the Copyright Design and Patents Act 1998 and in particular to be credited as producer.
9. General
 - 9.1 Neither party shall assign, transfer, change or make over this Agreement or any of its rights or obligations without the written consent of the other.
 - 9.2 The clause headings in this Agreement are for information only and do not form part of this Agreement. The appendices form part of this Agreement and shall have the same full force and effect as is expressly set out in the body of this Agreement.
 - 9.3 Any notice or invoice under the Terms will be duly served on either party if delivered to their address as last notified in writing via E-mail, Fax or First Class Post to the other party.
10. Governing Law

The Agreement will be construed in accordance with English law and the parties submit to the exclusive jurisdiction of the English Courts.