



AGREEMENT & APPLICATION FORM

Terms and Conditions & Application Form

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TERMS AND CONDITIONS

1. Variations to the Price

- All quotations are valid for 30 days from the date of the quotation.
- All prices quoted or listed by Amani Group are subject to change until confirmed by the Client signing the Agreement and agreeing to be bound by these Terms & Conditions.
- All prices quoted are exclusive of Value Added Tax and any other applicable taxes.
- Amani Group reserves the right to vary the catering requirements specified in the Agreement or other correspondence with the Client in the event of unavailability of any item.

2. Confirmation of Booking

- All bookings/reservations will be regarded as provisional until confirmed by the Client signing and returning the Quotation. At this point the Client agrees to all the Terms and Conditions.
- If the duly signed Quotation is not received in accordance with the Condition above within 14 days from the date of the initial booking/reservation, then Amani Group reserves the right to cancel/delete the booking/reservation without informing the Client.
- If Amani Group requires a deposit to be paid with the signed Agreement then the booking/reservation will stand confirmed only after receipt by Amani Group of the signed Agreement and the Deposit amount in cleared funds.

3. Cancellations

- All cancellations must be communicated to Amani Group in writing.
- In the event of a confirmed reservation being cancelled by the Client, Amani Group will charge the Client a Cancellation Charge, which will be calculated as follows:
 - a) If cancelled before 3 months from the date of the function/event the charge is NIL.
 - b) If cancelled between 30 days and 3 months from the date of the function/event the charge is 40%.
 - c) If cancelled between 15 days and 30 days from the date of the function/event the charge is 75%.
 - d) If cancelled less than 15 days from the date of the function/event the charge is 100%.
- The percentage calculations will be based upon the potential invoice for the entire function/event and will include Room hire and charges for any Equipment ordered for the function/event.

4. Change in Numbers

- The Client must inform Amani Group in writing, as soon as possible, if the number of guests is likely to exceed the original booking numbers. Amani Group will use its best endeavours to provide the service for the increased numbers but will not be held responsible for any failure to do so.
- If the number of guests is likely to be less than the original number agreed then the Client should immediately inform Amani Group in writing and the following rules shall apply:
 - a) Reduction in original guest numbers will not be accepted if the change is notified less than 7 days before the date of the function/event 10% reduction in original guest number will be accepted if notified at least 15 days before the date of the function.
 - b) 20% reduction in guest numbers will be accepted if informed 30 days before the date of the function.
 - c) If the reduction is in excess of 20% then the reduction will be limited to 20% of the original numbers. In such an event Amani Group reserves the right to change the venue of the function/event or in its discretion, to deem it as a cancellation

5. Deposits and Payment

- Amani Group reserves the right to require a deposit from Clients.
- Invoices for all charges incurred by the Client are payable within 30 days from date of the function/event. If invoices remain unpaid after 30 days Amani Group reserves the right to cancel future hires.

6. Charges

- Amani Group will charge the Client for the actual numbers for all the goods and services provided or for numbers as agreed in the duly signed Agreement whichever is greater.
- An authorized representative (details previously informed by the Client to Amani Group) will be required to sign off the numbers and the detail of services provided at the end of each function. The authorized representative must be available at the end of the function to sign off the function sheet. This will be conclusive evidence of the numbers and service provided.
- The Client will pay for all charges incurred by the Client's employees/guests/agents incurred by them whilst attending the function/event organized by the Client.

7. Clients use of Amani Group Premises

- The Client agrees to be bound by all reasonable instructions and Rules & Regulations of Amani Group in relation to the function/event.
- The Client agrees to indemnify Amani Group against any claims arising from any act by anyone using, attending or connected with the function/event. Should Amani Group be involved in any expense legal or otherwise in connection with the function/event the Client will reimburse Amani Group for any amount so incurred.
- The Client will be liable for the cost of repairs carried out as a result of any damages caused to any part of Amani Group's premises or equipment by the negligence or willful act or default of any person/s connected with the function held by the Client. In case the damage to Amani Group's property is such that it would lead to Amani Group not being able to honour its commitments to a third party, Amani Group

will recover from the Client such consequential loss of revenue and any costs associated with cancelling/rescheduling subsequent events.

- The Client undertakes that it will ensure that all its employees, agents, customers or others connected with the function will comply with all the rules and regulations of Amani Group and in particular Fire & Safety and other relevant laws of UK.
- Amani Group reserves the right not to admit any employee/invitee/connected person of the Client to any function being held at Amani Group's if Amani Group believes that it would be detrimental to its business or property. Amani Group's decision will be final.
- The function/event will finish at the agreed time and no extensions will be allowed unless agreed to by Amani Group. Any extension may incur additional charges, which the Client will have to pay.

8. Force Majeure

- Amani Group shall incur no liability to the Client if performance of this Agreement is prevented or hindered by any cause whatsoever beyond Amani Group's control and in particular but without prejudice to the generality of the foregoing by Act of God, war, riot, civil commotion's, Government controls restrictions or prohibitions or any other Government act or omissions whether local or national, fire, flood, subsidence, sabotage, accident, strike, or lock out and shall not be liable for any loss or damage resulting there from suffered by the Client.

Terms & conditions subject to change at Amani Group's discretion

APPLICATION FORM

Contact Details

Company Name: _____

Individual Applicant: _____

Address: _____

Town: _____ Postcode: _____

Contact Name(s): _____

Telephone: _____ Mobile: _____

Email: _____ Website: _____

Booking Date(s) From: _____ To: _____

Start Time: _____ Finish Time: _____

Purpose of Hire: _____ No. of Participants: _____

Please state any additional dates if you require multiple

Dates	Time	No of Participants	Room Style	Purpose of Hire

Presentational Equipment

The below equipment is included in your room hire booking for all Room. Standard equipment in all other rooms includes White Board & Flip Chart only.

(please tick box to indicate which equipment you will require on the day):

LCD Projector: Video/DVD Player: Flip Chart:
White Boards: OHP:

Additional Equipment available for hire:

Lap Top @ £20 per session: LCD Projector @ £20 per session:
OHP @ £10 per session:

Refreshment

On Arrival Tea/Coffee & Biscuits No of Participants: _____ Time: _____

Mid-Morning Tea/Coffee & Biscuits No of Participants: _____ Time: _____

Afternoon Tea/Coffee & Biscuits No of Participants: _____ Time: _____

Simple Sandwich Lunch No of Participants: _____ Time: _____

Refreshments are charged at £2.00 per head per serving.

Our Simple Sandwich Lunch is charged at £5.00 per head, which includes selection of sandwiches and rolls on white/brown bread, plain/chocolate croissant or quiche, crisps and fresh fruit with orange juice and water. If you require an alternative menu please contact Reception staff who will be more than happy to discuss this with you.

Extra Services

- Photocopying available @ 10p per copy (single sheet) and 20p for double sided.
- Fax facilities available @ 10p per Fax.
- Local calls are charged @ 20p.

I (the Client /Hirer): _____
agree to the above terms and conditions outlined.

Signature of Client /Hirer: _____ Date: _____