

**This document sets out Emu Events Limited's terms and conditions of business which will apply to all events organised by Emu Events on behalf of Clients.**

**1. BOOKINGS**

1.1 Emu Events will issue a Proposal to the Client based on current costs which are subject to reconfirmation by suppliers at the time of contracting by Emu Events.

1.2 The Proposal and costs set out therein will be valid for a period of 30 days from the date of issue, subject to 1.1 above.

1.3 Emu Events will not commence work on behalf of a Client and book suppliers, transport and venues until the Booking Confirmation (below) is signed by the Client as acceptance of the Proposal and these Terms and Conditions, whereon Emu Events will issue an Event Acceptance.

1.4 The signing of the Booking Confirmation constitutes acceptance of the Proposal and these Terms and Conditions and constitutes a contract between Emu Events Limited and the Client.

**2. INVOICES & PAYMENT**

Invoices will be issued as follows:% Proposal Costs

At time of Event Acceptance	50%
12 weeks prior to event date	50%
When Event Acceptance is less than 12 weeks prior to event date	100%

Any extra costs additional to the Proposal will be invoiced after the event date and will be due to be paid within 2 weeks of receipt of invoice

2.2 Our terms of trade are payment in full within thirty days of invoice for all invoices sent prior to the event, and within two weeks of invoice for invoices sent after the event.

Terms of payment are to be strictly adhered to, time being of the essence. If the Client fails to make any payment by the due date then Emu Events Limited may charge interest, on the amount unpaid until payment is made in full, at 2% above the Bank of England base rate, plus a fixed sum for collecting costs, in line with the Late Payment of Commercial Debts Regulations 2002.

**3. CANCELLATION**

3.1 A cancellation will only be deemed effective when notice has been received in writing (not email) at Emu Events.

3.2 Cancellation of a Confirmed Booking within the periods set out below will incur a Cancellation Charge.

3.3 The Cancellation Charge will be the greater of actual suppliers' cancellation fees incurred for bookings made, or a

percentage of the total of the event cost set out in the Proposal: Cancellation Notice prior to the first day of the Event

Cancellation Charge as a % of Proposal cost	
From date of issue of Event	
Acceptance – 60 days	20%
59 – 45 days	50%
44 days or less	100%

3.3 Should the event not proceed for any reason including circumstances beyond the Client's control, the Client will still be liable to pay the Cancellation Charge. The Client will be responsible for taking out cancellation insurance, which Emu Events can arrange at the Client's request.

**4. LIABILITY**

Emu Events will accept no liability for damage to property, cancellation, delay, irregularity or inconvenience to any delegate or any consequential loss or expenses resulting from travel delays, changes in travel timings or services, sickness, weather, war, strikes, riots, civil commotion, quarantine or any other cause whatsoever due to circumstances beyond Emu Events direct control.

**5. VENUES & SUPPLIERS' TERMS & CONDITIONS**

Emu Events and the Client are subject to the terms and conditions of the venues and other suppliers booked on behalf of the Client regarding alterations and cancellations. It is the Client's responsibility to ensure familiarity with these various suppliers' terms and conditions. Details are available on request.

**6. COPYRIGHT**

6.1 All material and contents presented by Emu Events remain the confidential property of Emu Events. Creative Copyright applies.

6.2 Emu Events reserve the right to take and use images and videos of each event for company publicity purposes

6.3 Emu Events may forward images post event to delegates.

**7. LAW**

Contracts made under these Conditions shall be governed by and construed in accordance with the laws of England.

Revised October 2013

**Booking Confirmation**

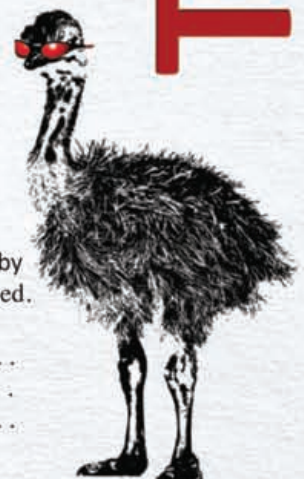
Client (Company):  
Description of Event:  
Event Date:

Client (Contact Name):  
Number of persons:

I have read, understood and agree to be bound by Emu Events Limited's Terms and Conditions of business. I hereby authorise commencement of the job detailed above as per the written Proposal received from Emu Events Limited.

Signed: ..... Name: .....  
Company: .....  
Position: ..... Date: .....

Please sign and return one copy of this agreement to Emu Events and retain one copy for your file.



**Terms & Conditions**