



Terms & conditions

Lakeside Conference Centre

Terms and Conditions

Below are a few key points from our terms and conditions. For a full list of our terms and conditions, please see our website at www.nafic.co.uk

Definitions

- The National Agri-Food Innovation Campus (NAFIC) means the organisation offering the conference facilities to the Client via a Contract, which includes written confirmation to be agreed between NAFIC and the Client.
- The Client means the organising body/company and organiser responsible for commissioning of and payment for the event, and will be stated as such on the written confirmation from NAFIC. Unless NAFIC agrees otherwise in writing, the Contract will be personal to the Client and it may not be assigned.
- The Contract means the written confirmation between NAFIC and the Client for a specific booking or series of bookings, together with these Terms and Conditions.

Confirmation

- Bookings will be treated as provisional until the Client sends written confirmation to NAFIC. NAFIC will then acknowledge receipt of this confirmation by way of a Contract (i.e. written confirmation plus these Terms and Conditions).

Number of Guests

- The Client must advise NAFIC of the anticipated number of guests attending not less than one week before the function.
- Final numbers for meals must be confirmed within the timescales stated in the written confirmation, prior to the function. These numbers will be used as a minimum to calculate the invoice.

Cancellation or Postponement by the client

- Cancellations or Postponements by the Client will only be accepted in writing.
- At NAFIC's sole discretion, cancellation charges may be levied as follows up to a maximum of: 100% for 10 days or less; 50% between 31 – 10 days; no charge 31 days prior.