

CLUB PRIVATE DINING TERMS

The Terms and Conditions (the “Terms”) set out below apply to your booking and form part of the contract between you and the Royal Society of Medicine (the “RSM”).

1. Confirmation of booking

- 1.1 Bookings will only be regarded as confirmed upon the receipt of; signed Terms, and a deposit payment paid by credit/debit card.
- 1.2 Any changes to booking details must be made in writing and will be of no effect unless acknowledged in writing by the RSM Club Team.
- 1.3 In the event that the Terms are signed in the name of a company, partnership, agency, firm, club, or similar society, the person signing represents to the RSM that they have full authority to sign the Terms. In the event that they are not so authorised, they will be personally liable for the complete performance of the contract with the RSM.
- 1.4 The RSM requires all monies outstanding from previous events to be settled in full before any future booking can be secured.

2. Deposit and bill settlement

- 2.1 The charges for this booking are quoted at the time of booking and these include VAT at the prevailing rate but exclude a discretionary service charge at 10%.
- 2.2 You shall be required to pay a deposit of £20 per person upon signing the Terms to secure the booking. This will be deducted from the final bill.
- 2.3 Members: Unless any other terms have been pre agreed, a final bill will be presented on the day of the event for settlement in full. At this time, your deposit will be deducted from your final bill.
- 2.4 Non-Members: For non RSM members, all bills and any outstanding monies must be

settled in full on the day of the event, At this time your deposit will be deducted from your final bill.

- 2.5 The RSM does not have the facility to create several bills for the event.
- 2.6 Any queries or complaints concerning the bill must be submitted in writing within 5 business days of the date stated on the bill.
- 2.7 Invoices and booking confirmation correspondence will be generated by Royal Society of Medicine Commercial Services Ltd, a whole owned subsidiary of the Royal Society of Medicine

3. Cancellation by you

- 3.1 All cancellations made by you must be in writing to the RSM and will be of no effect unless acknowledged in writing by the RSM Club Team.
- 3.2 Deposit refunds- 100% up to 10 business days prior to the date of booking.

4. Cancellation by the RSM

- 4.1 The RSM may cancel a booking without any liability being incurred whatsoever and will contact you as soon as possible to refund prepayments if:
 - i) the RSM is closed down due to events and circumstances beyond the control (including fire, failure of power and/or water supplies, flooding, health and safety issues or emergency evacuation) means that we are unable to make your room available to you;
 - ii) there are Force Majeure circumstances. Failure to perform any term or condition of the Terms as a result of conditions beyond either parties’ control including, but not limited to, war, strikes, riots, fires, floods, acts of God, governmental restrictions, and power failures, shall not be deemed a breach of the Terms.

Patron: HM King Charles III

Address: 1 Wimpole Street, London, W1G 0AE

Website: www.rsm.ac.uk **Telephone:** +44 (0)20 7290 2900

Company no: 02820374 **RSM Charity no:** 206219 **Vat reg no:** 524413671

4.2 Save as set out above, we will not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations that is caused by an event outside of our control. This does not affect your statutory rights.

5. Final numbers

- 5.1 Final numbers for any booking must be confirmed in writing by Tuesday in the week prior to the date of the booking.
- 5.2 The RSM reserves the right to charge for the full number of people booked if it has not been provided with notice of a reduction in numbers at least 2 business days prior to the date of the booking, as set out at clause 5.1 of the Terms. The amount charged under this clause will be based on the price of the menu selected and the number of persons cancelled.
- 5.3 The RSM will make every reasonable endeavour to accommodate any increase in numbers and will charge accordingly for providing this service but cannot be held responsible for failure to provide such accommodation or service.

6. Menu

- 6.1 Dietary requirements must be notified to the RSM at the time you select your menu.
- 6.2 Menu choices must be submitted on the Tuesday in the week prior to the booking. Occasionally certain dishes and wines become unavailable at short notice due to difficulties of supply. In this event, the RSM will contact you immediately to propose an alternative of the same or better standard.

7. Allergies and intolerances

- 7.1 Guest allergies and intolerances should be clearly notified to the RSM in accordance with clause 6 of the Terms. A member of the team must also be made aware of these

before placing any order for additional food or beverages. Guests with severe allergies or intolerances should be aware that although all due care is taken, there is a risk of allergen ingredients still being present. Please note, any bespoke orders requested cannot be guaranteed as entirely allergen free and will be consumed at the guest's own risk.

8. Prices

- 8.1 Prices include VAT at the prevailing rate.
- 8.2 All prices are current at the time of going to print and include VAT or other government taxes where appropriate.
- 8.3 The RSM reserves the right to amend prices to take into account any changes in the rate of VAT or other taxes.

9. Guest conduct

- 9.1 You shall be responsible for the orderly conduct of the function and shall ensure that nothing shall be done which will constitute a breach of the law or in any way cause nuisance or be an infringement of or render a possible forfeiture or endorsement of any licenses for the sale of wine, beer, spirits or for music and dancing or exhibition. In particular, you shall ensure there is no illegal use of narcotics, betting, or gaming.
- 9.2 You shall ensure the group adhere to the RSM's Code of Conduct.
- 9.3 The RSM reserves the right, in its absolute discretion, to refuse entry to or eject guests if at any time, in the view of the RSM, their behaviour is unsuitable.
- 9.4 Dress code is smart casual.

10. Your property

- 10.1 The RSM is not liable for you or your guests' property even if such property is lost or damaged whilst on the RSM's premises.

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11. Equipment and third-party suppliers

- 11.1 You must inform the RSM to obtain consent from the Management if you wish to provide items such as a celebration cake, or employ a photographer, florist, or any other person to attend in connection with the booking.
- 11.2 If consent is given it is your responsibility to provide the appropriate indemnity or insurance documentation.

12. Limitation of Liability

- 12.1 Nothing in these Terms shall limit either yours, your guests or the RSM's liability for accident or personal injury resulting from its negligence, for fraud, for fraudulent misstatement, or fraudulent misrepresentation.

- 12.2 You and your guests agree to be responsible for and shall compensate the RSM against all damages occasioned to the RSM or its fixtures and fittings caused by any act, default, or negligence of you or your guests.

13. General

- 13.1 These Terms and any non-contractual obligations arising out of or in connection with them shall be governed by the laws of England and Wales and the courts of England and Wales shall have exclusive jurisdiction.

I acknowledge that I have received and read the Terms and Conditions and agree to abide by them. If the contract is signed by the Member/Client/Visitor and the RSM it will be deemed a contract formed in the locale of the event and come under English and Welsh governing law. Payment in UK British Pounds Sterling.

Date of Booking:.....

Contact Name:.....

Signature:.....

Date of Signing:

Authorised to Sign up to the Value:

Membership Number (if applicable):.....

Company Name (if applicable):

Position in Company (if applicable):

Booking Name for Signage:.....

Invoice Address:.....

.....

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Purchase Order Number (if applicable):.....

Estimated Number of Guests:.....

Agreed Minimum Number of Guests:.....

RSM Management Name (Printed):.....

RSM Management Signature:.....

Authorised to Sign up to the Value:.....

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