

Terms & Conditions for booking events & activities with Venuemasters (March 2017)

Venue Criteria:

All bookings are provisional and only available to genuine academic venues, including colleges, universities, independent schools and professional establishments that provide education. The Venuemasters Team will confirm all bookings in writing.

Payment Policy:

A valid purchase order number should be provided for all activities at the time of booking, where possible, which will then be included on invoices issued to venues. All Venuemasters invoices state that full payment should be made within 30 days of the invoice date.

Cancellation Policy:

If after making a booking, a venue decides to cancel taking part in a promotional activity or attending an event, an authorised employee of the venue must give written notice to Venuemasters. In the event of a cancellation the cost due to Venuemasters is applied on the following scale:

75% of total fee for cancellations received more than one month before the date of the booked event or promotional activity.

100% of total fee for cancellations received less than one month before the date of the booked event or promotional activity.

NOTE: If a venue wishes to cancel their annual subscription they must give 12-months written notice.

This policy applies to all bookings, unless different details are highlighted for a particular event or promotional activity.

Promotional Policy:

All website addresses and phone numbers included in Venuemasters promotional activities must be directed to the venue's own website or sales team. There should be no link to any other organisation without prior written agreement from the Venuemasters team.

If you have any queries regarding these terms and conditions please contact the Venuemasters office on 0114 245 3423

