



TERMS & CONDITIONS

1. A provisional booking will only be held for a period of 7 days unless agreed in writing by the Westland Conference & Leisure Complex and a deposit of 50% room hire is required on confirmation of a booking.
2. Credit facilities are granted at the discretion of Westland Conference & Leisure Complex and payment in full must be received no later than 28 days from the invoice date.
3. All final details, including catering requirements must be received by the Westland Conference & Leisure Complex no later than 14 days prior to the event unless agreed by the Westland Conference & Leisure Complex, the numbers quoted will be the chargeable amount unless numbers increase.
4. Notification of any cancellations must be received in writing from the customer, no telephone cancellations will be accepted. All cancellations will receive a reference number. Cancellations fees are shown below and are chargeable from the date the written notification is received by Westland Conference & Leisure Complex.
 - More than 28 days prior to the event **no charge**
 - Less than 21 days **50%**
 - Less than 3 working days **100%**
5. Westland Conference & Leisure Complex permits the customer to use the facilities for the contracted purpose only. Any deviation from the contracted purpose without prior permission will result in the closure of the event. The customer undertakes to comply entirely with all laws relevant to provision of liquor, entertainment, public health and safety and fire legislation or any reasonable request of the Westland Conference & Leisure Complex, its staff or agents.
6. When public entertainment licence's are being used the hirer agrees to full security cover as agreed by Westland Conference & Leisure Complex.
7. The hirer or its guests, servants or agents will not under any circumstances permit food, beverages, audio vision equipment to be brought onto, used or consumed on the premises without prior written permission from Westland Conference & Leisure Complex.
8. Westland Conference & Leisure Complex shall not be liable for any loss or damage to customers property however caused. The customer shall take every reasonable practice to ensure property of Westland Conference & Leisure Complex against any loss or damage to the premises, its furniture, fixtures and equipment which may arise as the results of the event from any guest's, staff of agents.

- WESTBOURNE CLOSE
- YEOVIL
- SOMERSET BA20 2DD
- TEL: **01935 848 380**
- FAX: **01935 848 384**
- EMAIL: info@westlandonline.co.uk
- WWW: westlandonline.co.uk

- Media Launches
- Conferences & Meetings
- Exhibitions
- Training Courses
- Trade Shows
- Live Shows & Concerts
- Banquets
- Graduations
- Private Hire
- Dinners
- Club Events
- Weddings