

# TERMS AND CONDITIONS

## 1. GENERAL

- 1.1 The following terms and conditions apply and form part of all contracts for hospitality bookings and other specified facilities at Leicester Racecourse and Conference Centre. Reference to, known as the 'Company' within this agreement means Leicester Racecourse Co., Limited (CRN 00928956).
- 1.2 Reference to the 'Client' means the person or company named on the booking form.

## 2. BOOKING TERMS AND CONDITIONS

### EXECUTIVE BOXES, MARQUEES, CLUB ROOM AND NELSON SUITE (private hire)

- 2.1a A non-refundable / non-transferable room hire deposit is payable to confirm booking along with signed booking form. This is 25% of the estimated cost.
- 2.2 Please note that all bookings are provisional until payment and signed booking form received
- 2.3 Balance to be paid in full 14 days prior to event date.
- 2.4 Once payment in full has been made no refund will be given, however it may be possible to move the booking to a mutually agreeable alternative date.
- 2.5 No refunds will be given below the minimum number of guests or within 14 days of the event date.
- 2.6 The Company reserves the right to charge interest of 2% per month on drinks invoices from the date of the final invoice if payment is not received within 30 days.
- 2.7 It may be possible to add additional guests to a fully paid booking within the 14-day period prior to the event date; however, this will be subject to available space and food. In this circumstance, a separate invoice will be raised and must be paid in full prior to the event; date.

### RESTAURANT

- 2.8 The Client's booking is not guaranteed until we the Company receives full payment 14 days prior to the event date.
- 2.9 Should the Client wish alter the booking then the Company must be informed at least 48 hours prior to the event date.
- 2.10 NO REFUNDS WILL BE POSSIBLE ONCE FULL PAYMENT HAS BEEN MADE.

### ALL BOOKINGS

- 2.11 Should a Race Meeting be abandoned on the Client's event date then a full refund will be offered. Alternatively a mutually Agreeable fixture date change may be possible.
- 2.12 All mutually agreed rearranged events will be subject to price banding and the price payable may therefore be adjusted (e.g. if the rearranged event is a Premium race meeting).

## 3. CANCELLATION BY THE CLIENT

- 3.1 A CANCELLATION WILL ONLY BE ACCEPTED IF IT IS CONFIRMED IN WRITING
- 3.2 If a written cancellation is received less than 14 days prior to the booked event date, the Company reserves the right to charge the full estimated cost based on minimum numbers or move the booking to a mutually agreeable alternative date.
- 3.3 All items not included in the original quotation ordered on the Client's behalf, including those paid or payable by the Company to any third parties, shall become immediately payable to the Company upon the Client's cancellation
- 3.4 In the event of a cancellation more than 14 days prior to the event, the non-refundable deposit will be Forfeited.

## 4. FINAL NUMBERS AND PRICES

- 4.1 **THE FINAL BALANCE MUST BE PAID NO LATER THAN 14 DAYS PRIOR TO THE EVENT DATE**
- 4.2 No changes whatsoever to the Client's booking can be guaranteed after the 14 day cut off period.
- 4.3 The Company must be informed in writing of any changes to the Client's booking prior to the 14 day cut off period to ensure all changes are made.
- 4.4 Should there be any changes to the rate of VAT after the initial booking date, then the Company reserves the right to increase the final invoice amount accordingly.
- 4.5 For on the day accounts bars, the Company may at its discretion require a pre-authorisation from the Client's credit card.

## 5. STARTING AND FINISHING TIMES AND LICENSING HOURS

- 5.1 This agreement shall specify the starting and finishing times of the booking. Any extension of these times requested by the Client shall be at the sole discretion of the Company, subject to any licensing or other legal requirements and may result in an additional charge to the Client.
- 5.2 Should a licensed bar be required, this will be subject to the Company's licensing agreement.
- 5.3 The Company reserves the right to refrain from serving alcoholic beverages should it deems this appropriate, under the terms of its Licence.
- 5.4 The Company's Standard All-Inclusive Drinks packages include beers, house wines and soft drinks only. Whilst we the Company's staff will replenish drinks consumed, they reserve the right to restrict the amount of alcohol replenished, should they see fit to do so.

## 6. RESPONSIBILITY OF THE CLIENT

The Client Shall....

- 6.1 Ensure that no food, beverage, soft or alcoholic drinks are brought onto the premises excepting only if the Company has given prior written agreement.
- 6.2 Ensure that its guests behave in a proper manner, appropriate to the event as specified in the agreement, Park cars and other motor vehicles where directed, not break the law and respect all licensing and other regulations. In this connection the Company reserves the right to refuse admission to or eject any person whom the Company or its employees regard as being in breach of this condition.
- 6.3 Not cause in the opinion of the Company or its employees any excessive noise. If there is considered to be excessive noise then the Company reserves the right to terminate the supply of electricity to the

- amplification equipment.
- 6.4 Use its best efforts to prevent any damage to the Company's premises during the period of its booking and recompense the Company in full for the cost of repairing or reinstating any such damage. The Company reserves the right to require a deposit against such an eventuality.
  - 6.5 Not bring onto the premises any dangerous or flammable substances without the prior written agreement of the Company.
  - 6.6 Not erect or exhibit notices, except with the prior written agreement of the Company.
  - 6.7 Provide the name or names and telephone numbers of the authorised persons who can be readily contacted by the Company at all reasonable times.
  - 6.8 Ensure that any electrical equipment brought onto the premises for usage by the Client must have an up to date electrical testing certificate.

## 7. CANCELLATION BY THE COMPANY

- 7.1 The Company reserves the right to cancel a booking if:
  - 7.1.1 In the case of a repeat booking the Client or its guests have breached this agreement on an earlier booking and the Company gives Notice of Cancellation.
  - 7.1.2 The Company's premises are damaged or destroyed by fire or otherwise and/or adjoining premises to Leicester Racecourse are damaged or destroyed to such an extent that the Company considers it unsafe or inadvisable to use its premises.
  - 7.1.3 The police or other lawful authority including the Horseracing Regulatory Authority, require or recommend the event booked to be cancelled or the use of the premises for the event would be illegal.
  - 7.1.4 The Client fails to give the Company sufficient information regarding the booked event, and the Company gives notice to the client or the authorised contact to give the specified information and the Client (or authorised contact) fails to comply within the period specified by the Company.
- 7.2 In the event of any cancellation by the Company under 7.1.1, 7.1.4 or other default of the Client, the Company shall not make any refund of booking fees paid.
- 7.3 In the event of any cancellation by the Company under 7.1.2, 7.1.3 or otherwise not due to the default of the Client, the Company shall repay all booking fees paid.
- 7.4 In the unlikely event of the Client's booked room being unavailable or cancellation for any other reason, the Company will not be liable for any additional costs or losses incurred or suffered by the Client additional costs or losses incurred or suffered by the Client.
- 7.5 **BUSINESS WITH PLEASURE PACKAGE**  
When booking the Company's Business with Pleasure package the Client receives free room hire for the conference/meeting element of its booking up to 30 minutes before official race meeting doors opening time. After this time the hospitality element is fully chargeable. Should racing be abandoned then the Client's fully paid hospitality element will be subject to a standard refund under the Company's normal race day abandonment terms as found in the terms and conditions of entry as detailed on our website <https://www.leicester-racecourse.co.uk/terms/>. Should the Client still wish to go ahead with its conference/meeting then the Company's individual standard room hire prices will apply.

## 8. COMPANY DISCLAIMER

- 8.1 The Company shall not be held liable for any loss or inconvenience to the Client or their guests caused by the circumstances beyond its control.
- 8.2 The Company shall not be responsible for any loss or damage to the Client's or its guests' belongings, including cars or their content, whilst left or stored on the Company's premises.
- 8.3 No food or drink provided by the Company can be taken off site.

## 9. TERMS AND CONDITIONS OF ENTRY

- 9.1 The Client agrees and acknowledges that it and each of its guests shall be bound by the Terms and Conditions of Entry for race meetings as detailed on the Company's website <https://www.leicester-racecourse.co.uk/terms/>