



All clients of Sheffield United Conference & Banqueting (“The Company”) are asked to read these Terms and Conditions thoroughly and understand all of the points, before holding an event at Sheffield United Football Club. If you need any of the points clarifying please speak to a member of the management team. These terms and conditions will be incorporated into

every contract between the Company and the customer and will prevail over any other terms.

1. Confirmation: Verbal confirmation will be treated as a provisional booking and will be held for 7 working days before requiring written confirmation and a non-refundable confirmation deposit. The deposit will be advised at the time of booking, but will be no less than £100. If the 7 working days have passed and we haven’t received any written notification from you, the function will be classed as cancelled, unless a delay in the deposit has been authorised by The Company. The full amount will be payable immediately if a booking is made with less than 7 working days notice of the event/function.

2. Payment Terms: Unless credit terms have been agreed, the final balance of the account is payable prior to the event. Should any amounts not be paid prior to the event, The Company, at their sole discretion, will be entitled to treat the booking as being cancelled by the customer and charge cancellation charges as appropriate.

3. Cancellation by Clients: If any client wishes to cancel arrangements, or reduce the numbers of the booking, the following “cancellation charges” shall apply: More than 30 days prior to the event and after the deposit has been paid. Deposit only payable.

Between 30 and

7 days of the event, in all instances. 50% of total food, room and entertainment charges. Between 7 days and 24 hours of the event, in all instances. 75% of total food, room and entertainment charges. Within 24 hours of the event, in all instances. 100% of total food, room and entertainment charges. Cancellation/reduction in numbers must be submitted in writing by the client. Certain function rooms can only be reserved on the basis of a minimum number of guests. We will notify you of such minimum numbers. If at any time your function falls below the notified numbers required, we reserve the right to charge for not less than the full value of the stated minimum number of guests.

4. Cancellations by “The Company”: The Company reserves the right to cancel any booking at any time, giving such notice as is practical. In the event of SUFC re-scheduling a home fixture to be played at the Bramall Lane stadium, on the day of your function, the fixture will take precedence. The Company reserves the right to cancel a booking at any time if the customer breaches any of its obligations under these terms and conditions or is threatened with or becomes the subject of insolvency proceedings, including but not limited to a voluntary arrangement, a bankruptcy petition, an administration order or the appointment of an administrative receiver.

5. Postponements: Any postponements of bookings by customers will be treated as a cancellation, unless a new date for the event can be agreed by mutual consent.

Postponements will only be considered if notified more than 7 days prior to the event.

6. The Contract: The contract to provide the arrangements, or facilities, shall be created by our acceptance of your booking, which will be as from the date on which the deposit is paid, or written confirmation received, whichever is the earlier. The parties making the contract are Sheffield United Conference & Events Ltd., on the one hand and all customers represented by the person confirming the booking, on the other.

7. Third Parties: The Company in making arrangements on behalf of its customers, may contract with third parties for provision of some of the necessary facilities. In doing so it is expressly agreed that The Company acts only as agent of the client and that no liability of any kind, howsoever caused, shall attach to The Company in connection with, or arising out of such arrangements. The contract between The Company and the customer shall be subject to any terms and conditions of contracts with third parties.

Where The Company deals with third parties on the customer's behalf, a charge will be made in order to reflect the cost of those services and will be discussed with the customer at the time. The Company will not enter into arrangements with third parties without the customer's consent.

8. Changes to Arrangements by The Company: Every reasonable effort will be made by The Company to adhere to confirmed arrangements, but reserves the right at its sole discretion to alter, omit or change arrangements should it be found necessary to do so and shall have no liability whatsoever to the customer for such changes, save a refund of any monies not expended.

9. Changes to Arrangements by The Customer: Every effort will be made by The Company to accommodate any changes or alterations requested. "Extras" will be charged as such. Reduction in the number of a party will be treated as a Company cancellation, but only in respect of the number of reduced places.

10. Prices: All prices and arrangements are initially as quoted in The Company's booking form and are subject to VAT. The Company reserves the right to alter published or confirmed prices at any time prior to the event should increased costs be incurred. There will be an additional charge of 3% where the customer pays by credit card.

11. Corkage: No Wines, or Spirits, may be brought onto the premises by customer's guests, for consumption on the premises, unless prior consent of The Company has been obtained and for which a charge will be made. This includes raffle prizes.

12. Liability: The Company shall not, in any circumstances, be liable for any consequential or indirect loss that may be incurred by the customer or their guests, associates, agents, or any third party. Any liability attaching to The Company shall not exceed 10% of the total price paid by the customer. The customer will remain responsible and cover any costs incurred for damage, injury, or loss, howsoever caused by the customer to the employees of The Company, or the property, furnishings, utensils and equipment of The Company and Sheffield United Football Club. All customers running, or organising an event at the Bramall Lane stadium are responsible for and must ensure full compliance with The Company's Health & Safety policy, a copy of which is available on request. The Company does not accept any liability for the property of customers, or their guests. Cloakrooms and coat rails are provided for the convenience of the customers and guests, but any goods deposited in these areas are left at the owner's

risk. The Company and Sheffield United Football Club do not accept any responsibility for the vehicles of customers, or their guests, that are left in car parks. Cars are left at the owners' risk. The Company and Sheffield United Football Club will assist customers, where reasonably possible, with the storage of equipment, but do not accept liability for loss, or damage to any item of equipment, furniture, stock, or the like, stored by them, howsoever caused. The Company will not be liable for any economic loss of any kind whatsoever, or for any matter that is beyond its control. Except as expressly stated in these conditions, all other conditions, warranties, or other undertakings in respect of the services provided by The Company are excluded so far as is permitted by law. Nothing in these conditions shall exclude or limit liability for death or personal injury caused by the Company's negligence.

13. Acceptance: The making of a booking with us, however confirmed, shall be deemed as acceptance by the client of the above terms and conditions. This contract shall be governed by English Law and shall be subject to the sole jurisdiction of the English Courts.

14. Finishing Times: Finishing times for your event must be agreed at the time when the booking is made. All times must be adhered to and clients are asked to abide by the drinking up regulations that state all beverages must be finished within 20 minutes of the bar closing.

15. Licences: If the customer's function requires any special licences or consents, the customer will obtain such licence or consent at its own expense and produce evidence of it to the Company on demand.

16. Severance: If any of these terms is found to be invalid or unenforceable but would be valid and enforceable if some part of it were deleted, it shall apply with such modification as would be necessary to make it valid. The invalidity of one term will not affect the others, which will remain in full force and effect.

17. Force Majeure: If The Company is prevented from performing any of its obligations by a Force Majeure Event, then its obligations will be suspended while the Force Majeure Event continues. If the Force Majeure Event continues for more than three months starting on the day the Force Majeure Event begins, either the customer or The Company may cancel their arrangements by giving not less than 14 days' notice in writing. 'Force Majeure Event' means an event beyond the reasonable control of The Company including, but not limited to, strike, lock-out, labour dispute, act of God, war, riot, civil commotion, malicious damage, compliance with a law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood and storm, and other circumstances affecting the supply of services.