

Terms and Conditions

1. Bookings will be held provisionally for 14 days. If confirmation in writing is not received by PAVO within this time, the booking will be cancelled
2. The organiser will be responsible for ensuring the accuracy of the terms of the booking and that all information is communicated to PAVO in a timely manner
3. An estimate of the number of delegates must be indicated at the time of booking and confirmed within 5 working days of the event
4. Access to PAVO premises will be at the time(s) booked only
5. Smoking is not allowed on PAVO premises
6. The price of the service shall be the price quoted to the organiser by PAVO at the time of booking
7. Unless otherwise agreed, all quotations of price will be valid for twenty-eight days from the date of quotation
8. PAVO will invoice the organiser for all charges within twenty-eight days of the event. The organiser will pay PAVO's invoice within twenty-eight days of the date of the invoice. Payment of the invoice may be made by cheque drawn on a UK bank payable to "PAVO"
9. If the organiser fails to make payment on the due date then procedures for collection of the debt will be started
10. PAVO must be advised and give their consent before any special events e.g. a party, may be held on the premises
11. In the event of a cancellation, the following charges apply:
 - a) 4 weeks before – free
 - b) 14 days or less - 50% of the total fee
 - c) 7 days or less – 100% of the total fee
12. PAVO does not accept any responsibility of liability for the loss or damage to articles left on its premises and grounds and accepts no responsibility for personal injury to delegates, visitors or guests whilst on PAVO's property unless caused by the acts or omissions of PAVO or its staff
13. The organiser shall be liable for any damage caused to PAVO's property, contents or groups by its delegates, agents or employees and shall reimburse to PAVO upon demand all costs incurred as a result of any such damage, expenses and losses.
14. The organiser will ensure that delegates acquaint themselves with the fire evacuation procedures adhered to by PAVO. After any emergency evacuation, the organiser shall hold a roll-call to ascertain if all delegates are present and provide the PAVO Health and Safety Officer with the names of any missing delegates.
15. We are keen to ensure that our meeting rooms offer a safe and accessible experience to all our visitors. The organiser should inform PAVO in advance of any additional support requirements so arrangements can be made if necessary. All our rooms are on the ground floor with accessible toilets and disabled car parking.
16. All hirer's must comply with PAVO Covid Secure procedures and / or any additional instructions from PAVO staff either prior to or during the period of hire.

No terms of this contract will be varied without PAVO's written agreement