



Plymouth Argyle Football Club Ltd  
Home Park, Plymouth, PL2 3DQ

## Terms and Conditions – Non Match-Day Hospitality Season 2018/19

### Definitions

“PAFC” means Plymouth Argyle Football Club Ltd.

“The Stadium” means Home Park Stadium

“The Client” means the organising body/company or individual authorised and responsible for the commissioning of the Event

“The Booking Confirmation” means the signed Event confirmation for a specific booking or a series of bookings. These terms and conditions form part of the contract together with any other terms specifically referred to in the Booking Confirmation.

“The Event” means the event described in the Booking Confirmation.

### Charges and Payment Terms

1. Payment shall be by cash, cheque, bankers draft or such credit cards as are accepted by PAFC.
2. A 25% deposit or £100 (whichever is the greater) is required to confirm all bookings and will be calculated on the full cost of the Event based on room hire and pre-booked catering. PAFC reserves the right to ask for a greater percentage of deposit dependant on the total cost of the Event. Payment of the deposit will be required within four weeks from the date of issue of the Booking Confirmation to you. Failure to pay a deposit on this basis could result in the cancellation of the booking.
3. Full pre-payment of all charges including VAT must be made or credit terms agreed with PAFC a minimum of 10 days prior to the event. A purchase order will be required if credit terms are extended.
4. All prices are subject to review at any time.

### Confirmation

1. Provisional bookings will be held for 14 days
2. Upon enquiry by the Client, PAFC will send a Booking Confirmation.
3. All bookings will be considered as provisional, until the Booking Confirmation is signed by the client and a deposit is received. Once the Booking Confirmation is signed all facilities and services reserved by the client will be subject to these terms and conditions.
4. The signed Booking Confirmation must be returned by the client and received by PAFC within seven working days of the date of issue, or if such time is not available prior to the date of the Event within a maximum of 48 hours. If PAFC does not receive the contract within this period PAFC reserves the right to cancel the booking and re-let the facilities.
5. Numbers must be advised to PAFC at the time of verbal confirmation and will be identified on the Booking Confirmation. Final timings, numbers, menus and any special requests must be confirmed to PAFC at least two weeks prior to the event date.



PAFC.CO.UK ▪ ARGYLE@PAFC.CO.UK ▪ MAIN OFFICE 01752 562561  
TICKET OFFICE 01752 907700 ▪ SUPERSTORE 01752 558292

Company Number: 07796376. Registered in England and Wales.



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**Amendments by the Client**

1. Any amendments to the arrangements listed in the Booking Confirmation must be notified verbally to PAFC at the earliest opportunity and immediately confirmed in writing.
2. Should the number of guests attending or the duration of the Event be less than the contracted numbers or duration, PAFC reserves the right to levy a charge to compensate for any costs incurred based on the estimated price in respect of the original number or duration in the Booking Confirmation. Reduction in numbers of more than 10% may at PAFC's discretion be treated as a cancellation by the Client.
3. Should the client wish to increase the number of guests attending the event in excess of the contracted numbers, PAFC will use all reasonable endeavours to comply with such requests subject to availability of function suites, facilities and services but will not be liable should it fail to do so. PAFC may increase its charges in accordance with the increased number of guests attending. Any additional charges will need to be settled at the end of the event unless credit terms have been agreed.

**Cancellation by the Client**

1. In the unfortunate circumstance that the client has to cancel or postpone the confirmed booking at any time prior to the event, PAFC will make every effort to re-sell the facilities on your behalf. PAFC's cancellation policy is: - Cancellation on 3 months notice in writing – no charge · Cancellation on two to three months notice in writing – Forfeit of minimum deposit · Cancellation on 28 days to 14 days notice in writing – 50% of the total charge for the service · Cancellation of less than 14 days notice in writing – 100% of the total charge for the service
2. Any cancellations, postponements or partial cancellations should be advised to PAFC, in the first instance verbally. The client will be advised at this stage as to the cancellation charge. All cancellations should be put in writing and Failure to do so may result in continued liability for full payment for services and facilities.
3. Any costs incurred by PAFC in procuring facilities, services or AV equipment (including but not limited to, marquees, AV equipment, entertainment, floral decorations and license applications) will be payable in full irrespective of the period of notice of cancellation.

**General**

1. PAFC shall have no liability for any loss or damage to property owned by, or in the custody of the Client or its guests, employees, agents or others. The Client is advised to arrange adequate insurance cover.
2. The Client shall be responsible for any loss, damage, expense or other liability caused to PAFC or Home Park Stadium by the Client's guests or employees and shall pay to PAFC forthwith on demand the amount required to remedy or make good any such loss, damage or other liability.
3. PAFC reserves the right to sub-contract SIA registered door supervisors at any event that it feels necessary to do so. For the avoidance of doubt, an SIA registered door supervisor is mandatory for all events celebrating either an 18<sup>th</sup> or 21<sup>st</sup> birthday. The client will be solely responsible for any additional costs incurred due to the provision of the SIA registered door supervisor.
4. PAFC reserves the right to cancel a contract if the Stadium is required for a re-arranged or unforeseen match or other event, which in the opinion of PAFC renders the function impracticable or impossible to hold. In the event of such a cancellation PAFC shall use reasonable endeavours to re-locate or re-arrange the event to an alternative place or date acceptable to the client. PAFC shall not be liable or required to pay compensation for any loss sustained as a result of or in any way arising out of its cancellation of the Event as aforesaid but will refund all monies paid by the Client.

Signed:

On behalf of PAFC

On behalf of the Client

Date:



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