

Terms of business

Any contract shall incorporate and be subject to these conditions and Riot Event Management Limited (Riot Events) do not need to seek acceptance of these conditions for them to apply.

PRICE The prices quoted are exclusive of Value Added Tax, which will be charged at the current rate. If, after the date of Riot Events acceptance of order, any increase occurs in the costs necessarily incurred by Riot Events in supplying the services, including but not limited to materials, labour, transport, overheads or other items which Riot Events has to pay or incur, then the amount of any increase in such costs shall be added to the final price. Where the price has been quoted on the client's specification then Riot Events reserves the right to vary the price should the client's specification change or Riot Events deem necessary to achieve satisfactory completion of the project.

PAYMENT The Client shall pay to Riot Events a non-refundable 50% deposit which shall be deducted from any further amounts due to Riot Events by the client. In the event that the deposit is not paid then Riot Events shall be entitled to terminate the Contract with immediate effect. Invoices to be settled prior to the event. In the event that invoices become overdue Riot Events will charge 3% over base rate every week until the account has been settled. Any proposal of ideas and all the elements contained within submitted to you by Riot Event Management for your forthcoming event remain the property of Riot Event Management until payment is received in full.

CANCELLATION If an event is cancelled by the client for whatever reason, then the client shall pay to Riot Events (which the client hereby agrees is reasonable) the following in addition to any deposit already paid:

- (a) Where an Event is cancelled after the deposit has been paid then the client will pay any further costs incurred by Riot Events.
- (b) Where an Event is cancelled or numbers reduced within 14 days of the start of the event 100% of the cost is payable.

POSTPONEMENT Where the event is postponed the Client shall pay all costs and expenses caused by such postponement. In addition the client hereby agrees to pay for any pre-booked and pre-paid services, products and facilities where refunds are not due. If the date of an event is changed ("the Deferred Event") then any deposit received by Riot Events or work carried out will, where reasonably practicable, be applied to the Deferred Event

CLIENT'S OBLIGATIONS AND UNDERTAKINGS The Client agrees to:

- (a) Confirm the date and time information of the event in writing.
- (b) Confirm the total number of people attending each event in writing at least three weeks before the first day of the event - these are the number that Riot Events will cater for and therefore charge.

PERFORMANCE If Riot Events is prevented or hindered from fulfilling the contract or any part thereof by any circumstances beyond its reasonable control (including but without limitation, damage or destruction to an Event venue, and failure by any third party to carry out its obligations and food or labour shortages) the client will pay all costs that have been incurred to date.

LIABILITY It is the client's responsibility to provide adequate Public Liability insurance. Riot Events will not undertake an event without proof of such cover and a letter on headed paper accepting liability at the event. No employee, representative, agent or officer of Riot Events shall be authorised to commit Riot Events to any admission of liability whatsoever and Riot Events shall not be bound by any such admission. The Client shall be solely responsible for the health and safety of all third parties attending an Event and shall ensure that all such persons conduct themselves in an appropriate manner at all times.

HIRE OF EQUIPMENT AND OTHER FACILITIES All hired equipment is the responsibility of the client. Riot Events will ensure safe installation and operation of all equipment. The client should provide adequate insurance for all equipment, facilities and other property used in connection with an Event. The Client shall be liable for the full cost of replacement or repair in the event of theft, damage or any other loss being suffered.

GENERAL Riot Events cannot accept any responsibility for any personal loss of belongings even where Riot Events are contracted to provide specific secure cloakroom facilities. Our staff will not show resistance in the event of an aggressive attack for money, possessions or equipment. Where relevant, copyright remains the property of Riot Event Management until payment is received in full. All rights reserved. We reserve the right to use images and transcripts from events for our own promotional activities. Riot Events reserves the right to alter and amend these Terms and Conditions from time to time.

MARKETING COLLATERAL Quoted Costs exclude copywriting, photography, photo library hire shots, scanning, couriers and extra delivery addresses. Prices are subject to sight of artwork/files for any logos and images used. The concepts and ideas submitted to you by Riot Events remain the property of Riot Events until payment is received in full. Price does not include image generation and is subject to two sets of authors amends. Subsequent amends will be charged at £25per hour. Prices are subject to VAT. Payment for stand alone design work to be settled on account in 30 days.

SALE OF ALCOHOL Where Riot Events are providing Alcohol for sale or otherwise it is done so on their authority as the license holder. Riot Events can, if deemed necessary, halt the supply of alcohol and close bars without notice. Riot Events will not serve alcohol to anyone under eighteen years of age. Riot Events will refuse to serve anyone who appears to be drunk or out of control.

HOSPITALITY Payment for Hospitality packages are due upon booking. We cannot guarantee your package until full payment has been received. You may also be subject to external terms and conditions if the package is placed with another provider.

www.riotevents.co.uk

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