

TERMS & CONDITIONS OF BUSINESS...

Booking Procedure

A reservation request can be made by telephone, fax or email. In all cases it is subject to availability and confirmation. If availability is confirmed a reservation number will be issued and a booking form dispatched (also download able from the website). Once you have a reservation number simply fill out a booking form to confirm your request. A booking form can be downloaded and submitted with inclusion of your personal validation code alone, however this will be treated as a reservation request and will be subject to availability.

A reservation will be held open for 48hours only (unless subject to prior agreement).

On our receipt of the completed booking we will confirm allocation of your requested time slot by email or telephone.

Booking Conditions

Once we confirm the allocation we require receipt of a booking deposit payment to the value of 20% of the room fee. Any refreshment costs do not need to be included in this deposit. At this point charges will be incurred in the unfortunate event of cancellation or rescheduling of the session. Only upon clearance of the funds to our account will the booking process actually be complete.

On the day of the session any charges for refreshments become due and will need to be settled before the session end. By prior agreement these costs can be added to the final bill for settlement under our standard payment terms.

Cancellation/Postponement Charges

Cancellation request

Received 4>7days prior to the session will incur a charge of 30% of the room fee less deposit paid

Received 2>3days - as above but 75% levy - plus 25% of refreshment services pre booked

Received 24hours - as above but 100% levy - plus 50% of refreshment services pre booked

Postponement request

As above but with the following levy rates applicable

4-7 days - loss of deposit

2-3 days - 50%

24 hours - 75%

Payment of Cancellation charges is subject to our usual 30 day invoice payment terms

General Terms

Sound and Vision Studios Ltd. accept no responsibility for loss or damage, however caused, to vehicles and personal possessions whilst on our premises. Details of our business indemnity insurance are available upon request.

Payment Terms

Where a deposit is requested this is payable upon demand. Invoices raised for services or cancellation fees become due 30 days from date of supply or form invoice date, whichever is the sooner.