

To make a reservation:

Go to www.host-somerset.co.uk/meeting-rooms

Terms & Conditions:**1. Introduction**

- 1.1. These are the Terms and Conditions that apply when you reserve a meeting room at the HOST Sedgemoor or Hinkley Campuses.
- 1.2. These Terms and Conditions do not cover accommodation booked as part of a bedroom reservation. Please see the separate HOST Accommodation Terms and Conditions available [here](#) for reserving accommodation at the HOST Sedgemoor or Hinkley Campuses.
- 1.3. These Terms and Conditions set out:
 - 1.3.1. Your legal rights and responsibilities;
 - 1.3.2. Our legal rights and responsibilities; and
 - 1.3.3. Certain key information required by law.
- 1.4. In these Terms and Conditions:
 - 1.4.1. 'HOST', 'we', 'us' or 'our' means HOST 2 Limited, a company registered in England and Wales under company number: 09434839, whose registered office is at 2 Stafford Place, Weston-Super-Mare, Somerset, United Kingdom, BS23 2QZ; and
 - 1.4.2. 'you' or 'your' means the person reserving the room or event at the HOST Sedgemoor or Hinkley Campuses.
- 1.5. Please print out or save a copy of these Terms and Conditions for your records.
- 1.6. When reserving a room you agree to be legally bound by:
 - 1.6.1. These Terms and Conditions;
 - 1.6.2. The HPC Code of Conduct; which is made available online here and a copy of which will be displayed in the meeting room (as amended from time to time);
 - 1.6.3. Extra terms which may add to or replace some of, these Terms and Conditions. Any changes to these Terms and Conditions will be made in accordance with Clause 2 in these Terms and Conditions;
 - 1.6.4. The Cookie and Privacy Policies, which are made available [here](#) (each, as we may amend it from time to time).
- 1.7. All of the above documents apply as though set out in full in these Terms and Conditions and the documents together with the Terms and Conditions form the **'Contract'** between you and us.

2. Amendments to the terms of the Contract

- 2.1. We reserve the right to amend these Terms and Conditions and any of the other documents which form the Contract at any time. We will notify you of any changes made to the Contract before the changes take effect but you should also check the <https://www.host-somerset.co.uk/meeting-rooms> website regularly where you will always find the latest version of our Conference and Events Terms and Conditions and Privacy Policy.

- 2.2. The rates payable in respect of your reservation are subject to change and can be amended at any time (even after a reservation has been made and the reservation has been confirmed). Bookers will be notified of any changes in writing before the changes take effect.
- 2.3. If you do not agree with the changes made to the:
 - 2.3.1. Terms and Conditions and/or the HPC Code of Conduct (where such changes are material); and/or
 - 2.3.2. The rates applicable to your reservation, you can end the Contract at any time before the changes come into effect by giving us written notice to events@host-somerset.co.uk.

3. Reservations

- 3.1. Reservation Types
 - 3.1.1. You can make the following types of reservations:
 - 3.1.1.1. One-time reservation: This is a one-time reservation with no recurrence. This type of reservation must be for a fixed period of time which does not repeat.
 - 3.1.1.2. Recurring reservation: This is a master booking reservation made of multiple individual reservations of any duration on a repeat basis.
- 3.2. Who can make reservations
 - 3.2.1. HOST Hinkley Campus: Reservations at the HOST Hinkley Campus may only be made on behalf of entities contracted to conduct works or provide services in respect of the Hinkley Point C nuclear power station;
 - 3.2.2. HOST Sedgemoor Campus: Reservations at the HOST Sedgemoor Campus may be made on behalf of entities contracted to conduct works or provide services in respect of the Hinkley Point C nuclear power station or any other third party.
- 3.3. Making a reservation
 - 3.3.1. To reserve your meeting room please email events@host-somerset.co.uk or call the events team on: 01278 557 860.
 - 3.3.2. You may reserve a room for a half day or a full day. The structure of half days and full days is as follows:
 - 3.3.2.1. Half day: 7am – 12 pm or 1pm – 6pm;
 - 3.3.2.2. Full day: 7am – 6pm.
 - 3.3.3. You need to provide payment details at the time you make the reservation.
 - 3.3.4. You will need to pay for your reservation in accordance with Clause 6
 - 3.3.5. Please check that the details of your reservation are complete and accurate before you confirm your reservation. We will not be liable for any delay or non-performance if you provide us with incorrect information.
 - 3.3.6. We will confirm our acceptance of your reservation by sending you a confirmation email to the email address that you provide during the reservation process. The contract between us for the provision of your reservation and any additional services added to your reservation will be formed when you receive this email confirmation from us. We reserve the right to refuse any reservation at any time.

3.4. Food and Beverage

- 3.4.1. If you want to book catering services for your reservation you will need to email the Campus Catering Supplier at the following email address: hospitalityrequests@somersetlarder.co.uk. The catering services booking is separate to the meeting room reservation and different terms and conditions will apply. The contract for the catering services will be entered into by you and the Campus Catering Supplier. HOST is not a party to any catering services agreement and is not liable for any breach of the catering services agreement or any performance issues in respect of the catering services provided by the Campus Catering Supplier.
- 3.4.2. Alternatively, delegates can bring their own food to consume in the meeting room or at the restaurant. If food is consumed in the meeting room, you must ensure that the room is left tidy and presentable and that all leftovers are disposed of before you leave the premises. If the meeting room is found in an unacceptable condition, we will charge you, and you will pay, a cleaning fee of up to £50.00.

3.5. Changes to the reservation

- 3.5.1. Changes to the reservation (other than cancellations which must be made in accordance with Clause 7) must be requested at least 72 hours prior to the date of the event.
- 3.5.2. If any changes are requested (including without limitation changes to the room layout or equipment), the Conferencing and Events Team will make every effort to accommodate all requests but cannot guarantee all the changes will take place.

4. Delegate List

- 4.1. You must provide a full delegate list at least 72 hours prior to the date of the event (or in the case of recurring reservations, at least 72 hours prior to each relevant event).
- 4.2. If you fail to provide the full delegate list in accordance with Clause 4.1, we will charge you for the maximum number of attendees referred to in the reservation confirmation email.
- 4.3. It is your responsibility to ensure that you provide to us at least 72 hours prior to the date of the event the names, transport methods, and vehicle registration numbers of each delegate.
 - 4.3.1. If you fail to provide any of the above information, we reserve the right to refuse access to any of the delegates for which no information or incomplete information was provided.
 - 4.3.2. You acknowledge and agree that the lead delegate (or trainer, as applicable) for each event is responsible for all other delegates or attendees at that event.
- 4.4. You must inform us at least 72 hours prior to the date of the event if any delegate for an event is under the age of 18 and you must obtain our prior written permission for underage delegates to attend an event. HOST reserves the right to refuse entry of underage delegates at its discretion (acting reasonably). Events may be postponed or cancelled if this information is not provided

4.5. Special circumstances

- 4.5.1. If you or one of the delegates have any special requests or accessibility requirements, please contact us as soon as possible and in any event prior to your arrival via email events@host-somerset.co.uk or by calling the events team on: 01278 557 860..
- 4.5.2. If you or one of the delegates require any assistance in evacuating the building due to either a visible or hidden disability, please inform us at least 72 hours before the date of the event.

5. Prices

- 5.1. When you make a reservation request, we will give you a total price for the number of rooms reserved.
- 5.2. The total price will be calculated based on:
 - 5.2.1. The number of rooms reserved;
 - 5.2.2. The size of the rooms reserved;
 - 5.2.3. Whether the rooms were reserved for a full day or half day;
 - 5.2.4. Whether you have requested any additional services or materials.
- 5.3. We may alter our rates by giving you prior notice in accordance with Clause 2.2. Such revised rates will apply to any reservations already made.
- 5.4. Additional charges may apply for additional services or materials, including, but not limited to, flip charts, notepads, pens, storage. We will inform you of rates payable for such additional services or materials on request.
- 5.5. Rates quoted are inclusive of VAT at the applicable rate at the time of your reservation. If the rate of VAT changes between the date of your reservation and the date of your event, we will adjust the rate of VAT that you pay, unless you have already paid for the reservation in full before the change in the rate of VAT takes effect.
- 5.6. We may on occasions introduce special rate offers with specific terms of validity. We reserve the right to withdraw any such offers without notice.

6. Payment

- 6.1.1. You must provide a PO or payment in full within 48 hours of creating the bookings to ensure your booking is confirmed. If we do not receive a PO or payment within this time frame your booking will be cancelled.
- 6.2. For the avoidance of doubt, unless otherwise agreed in writing with us, you must pay for the entire recurring reservation before the first event date in the recurring reservation. We may agree, at our discretion, to allow payment in instalments for recurring reservations.
- 6.3. The following methods of payment are accepted:
 - 6.3.1. Ledger account with credit facility. A Purchase Order (PO) number must be provided;
 - 6.3.2. Credit/debit card: VISA and Mastercard are accepted (must be valid beyond the date of your intended reservation or, in the case of recurring reservations, beyond the last date in your recurring reservation);
 - 6.3.3. BACS payments.
- 6.4. Requests to have the reservations paid via ledger account, need to be made in advance in writing.

- 6.5. If HOST approves a company's request for a credit account (which it may do at its discretion), then HOST will issue a reference number which will be used for all future reservations from that company.
- 6.6. In the event a company has credit refused, full payment via debit/credit card will be requested 48 hours after the booking has been requested. Should this not be forthcoming the reservation will be cancelled.
- 6.7. If you are awarded a credit facility you are required, as per the Credit Onboarding Form, to settle all outstanding balances within ten days of the invoice date.
- 6.8. Please use the following bank details for payment:
 - 6.8.1. Account Name: HOST 2 Ltd
 - 6.8.2. Sort Code: 60-23-32
 - 6.8.3. Account No: 81675976
- 6.9. HOST are a non-commission-based business therefore we do not instruct any company to advertise or source conferences or events on our behalf. We do not pay commission to third parties instructed by yourself.
- 6.10. All invoices will be issued to the person making the reservation. If you want the invoices to be issued to someone other than the person making the reservation, you must inform us of this and provide the details of the person to whom the invoices should be issued at the time you make the reservation.

7. Cancellations

- 7.1. One-time reservations
 - 7.1.1. One-time reservations must be cancelled at least 5 working days in advance of the event start date and:
 - 7.1.1.1. If you have not paid the price for the reservation, you will not have to make any payments to us;
 - 7.1.1.2. If you have already paid the price for the reservation, a full refund will be processed to the same debit/credit card as used to make the reservation.
 - 7.1.2. If you cancel a reservation with less than 5 working days' notice before your event date, no refunds will be made, and you are liable to pay the total price due for the reservation (if you have not already paid the price in accordance with Clause 6).
- 7.2. Recurring Reservations
 - 7.2.1. A recurring reservation (or specific dates in a recurring reservation) may be cancelled at least one month in advance of the (1) the first event date, if you want to cancel the entire recurring reservation; or (2) the applicable event date, if you want to cancel only certain events in a recurring reservation, and:
 - 7.2.1.1. If you have not paid the price for the reservation (or the cancelled part of the reservation, as applicable), you will not have to make any payments to us in respect of the cancelled reservation or part of the reservation (as applicable);
 - 7.2.1.2. If you have already paid the price for the reservation (or the cancelled part of the reservation, as applicable), full refund in respect of the cancelled reservation or part of the reservation (as

applicable) will be processed to the same debit/credit card as used to make the reservation.

- 7.2.2. If you cancel a reservation with less than one month's notice before the (1) the first event date, if you want to cancel the entire recurring reservation; or (2) the applicable event date, no refunds will be made and you are liable to pay the total price due for the reservation (if you have not already paid the price in accordance with Clause 6).

7.3. A cancellation email will be sent, and you must retain it as proof of cancellation.

7.4. You may wish to take out event cancellation insurance in case you need to cancel your reservation.

8. Our termination rights

8.1. Termination as a result of your breach

8.1.1. We may cancel your reservation at any time with immediate effect by giving you written notice (which includes email) if:

- 8.1.1.1. You do not pay us when you are required to do so in accordance with these Terms and Conditions; or
- 8.1.1.2. You break the terms of the Contract between us in any other way.

8.1.2. If we cancel your reservation where you are at fault, we reserve our legal rights in respect of your breach of contract.

8.2. Termination as a result of events outside our control

8.2.1. We may also cancel your reservation if an event outside of our control (including but not limited to industrial action, explosion, fire, flooding, failure of power and/or water supplies or emergency evacuation) means that we are unable to make your room available to you.

8.2.2. In this case, we will contact you to let you know as soon as possible that we are cancelling your reservation and:

- 8.2.2.1. If you have already paid for your reservation, we will refund your payment to you; or
- 8.2.2.2. If you have not yet paid for your reservation, you will not have to make any payments to us.

8.2.3. Save as set out above, we will not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations that is caused by an event outside of our control. This does not affect your statutory rights.

9. No Show

9.1. Should you or your delegates fail to arrive for your event, we reserve the right to release your reservation for that day and any consecutive days and we will charge you, and you will pay, the full cost of the reservation as set out in the reservation confirmation.

10. Access

10.1. We reserve the right to access all meeting rooms at all times, even if the meeting room is booked or an event is in progress, and you agree to allow HOST or authorised representatives or contractors access to the meeting rooms.

11. Service providers

- 11.1. HOST may, at your request and at our sole discretion, arrange for certain services to be provided for your benefit in respect of your reservation by another person or organisation. If HOST books such additional services for your event, we will invoice you for, and you will pay, the full amount due for such additional services at the time you make the reservation or at such other time as agreed by HOST and you in writing.
- 11.2. If you appoint third parties to provide services in respect of an event, HOST will not be a party to such agreements and any such agreements will be between you and the person or organisation providing the services. You are responsible for paying their charges directly. We accept no responsibility for any third party's performance of any services.
- 11.3. If you appoint third parties to provide services in respect of an event, you must provide to us at least 72 hours before the event date, a delegate list of the service providers. If you fail to provide the service provider delegate list in accordance with this Clause 11.3, we reserve the right to refuse access to the service providers for which no information or incomplete information was provided.

12. Expectations of you

- 12.1. You agree to keep the room in the same state of repair and condition as the commencement of the reservation. If (at our absolute discretion) we consider additional specialist cleaning is required, we reserve the right to charge you the fees incurred for such specialist cleaning.
- 12.2. You must not:
 - 12.2.1. Use naked flames;
 - 12.2.2. Smoke anywhere inside any HOST Campus premises. This includes the smoking of e-cigarettes. Permitted smoking areas will be identified on site. If you smoke on HOST premises outside of the designated smoking area, we reserve the right to cancel any other reservations you may have and reject future reservation requests;
 - 12.2.3. Bring any pets onto HOST premises, except for assistance dogs;
 - 12.2.4. Bring any potentially dangerous or hazardous materials or equipment onto HOST premises including any weapon or potential weapon;
 - 12.2.5. Tamper with any fire alarms or emergency equipment;
 - 12.2.6. Remove, damage or destroy any HOST property;
 - 12.2.7. Use any of the technology provided by HOST to download or access any unlawful or obscene material; or
 - 12.2.8. Cause unreasonable disturbance to our other guests or any HOST team members.
- 12.3. You must not resell or transfer your reservation (or any part of it) nor advertise, market or otherwise offer any HOST reservation for sale either on its own or as part of a combined offer. HOST will not honour any reservations made in this way and does not accept any liability for doing so.
- 12.4. If you are an agent and wish to make a reservation at the HOST Sedgemoor or Hinkley Campuses you should contact the Conference and Events Team directly via email events@host-somerset.co.uk or by calling the events team on: 01278 557 860.

- 12.5. We reserve the right to relocate you to another room at any time during your reservation should this be necessary for repair or maintenance work or for any other reason at our sole discretion.

13. Lost Property

- 13.1. Without prejudice to Clause 14, any lost items, items left behind at the end of your event or which we remove, will be stored by us in a safe location on campus until the earlier of (i) when you are able to collect them or (ii) in the case of valuable items, three months from the date when we first contacted you to collect the belongings, or (iii) in the case of non-valuable items, one month from the date when we first contacted you to collect the belongings. For the avoidance of doubt:
- 13.1.1. Valuable items include (but are not limited to): passport, driver's licence, wallet, cash, legal documents, jewellery, traveller's cheques, watches, portable electronic devices, laptops, etc;
- 13.1.2. Non-valuable items include (but are not limited to): clothing, make-up, belts, shoes, grooming items, etc;
- 13.1.3. Consumable items including food, drink, medicines will be disposed of immediately.
- 13.2. After the time described in Clause 13.1 passes, we may deal with any uncollected items at our discretion which may include (without limitation) keeping the items, destroying them, or giving them without a charge to a third party.
- 13.3. We are not liable for the safe storage of any lost or removed items in accordance with Clause 13.1, and we have no liability to return any loss of removed items to you after the time in Clause 13.1 passes.
- 13.4. We will use reasonable endeavours to respond to any enquiries concerning lost or removed items within one working day from receipt of the enquiry.
- 13.5. You may be asked to identify the lost or removed items so that we can ascertain that they belong to you.

14. Liability

- 14.1. Your liability
- 14.1.1. If you cause damage or loss of any kind to us, the HOST Accommodation Campus, other guests, or their property, or otherwise breach any of the terms of the Contract, we reserve the right to:
- 14.1.1.1. Hold you responsible for that damage or loss and you shall be liable to pay to us on demand the amount required to make good or remedy such damage or loss;
- 14.1.1.2. Cancel your reservation with immediate effect and (if appropriate) eject you from the HOST premises;
- 14.1.1.3. Retain all sums paid by you and/or charge you the full amount of your reservation; and/or
- 14.1.1.4. Refuse future reservations from you and/or refuse you entry or accommodation at any of the HOST Sedgemoor or Hinkley or Brean Sands Campuses.
- 14.1.2. Damages to the room or contents must be paid in full by you. It is your responsibility to check all items and that there is no damage to these items.
- 14.2. Our liability

- 14.2.1. We accept liability for death and personal injury arising from our negligence or that of our employees and agents. We do not seek to exclude our liability for fraudulent misrepresentation by us or our employees or agents.
- 14.2.2. We do not accept liability for failure to meet any of our obligations where such failure is due to events beyond our reasonable control.
- 14.2.3. Subject to all applicable laws, we are not liable for the theft or damage to any property left on the HOST premises or in the car park. Guests must ensure that personal belongings are secure at all times.
- 14.2.4. We are not liable and cannot be held responsible for the actions of other guests, attendees, residents or any other suppliers involved in your event or in any other event taking place on the HOST premises.
- 14.2.5. All warranties, conditions and other terms implied by statute or common law are excluded from the Contract to the fullest extent permitted by law.
- 14.2.6. If we breach these Terms and Conditions for reasons within our control, we shall only be liable for losses that are direct losses and a reasonably foreseeable consequence of such breach.
- 14.2.7. We shall not be liable whether in contract, tort (including negligence) or for breach of statutory duty, or in any other way, for any indirect or consequential losses including:
 - 14.2.7.1. Loss of income, sales, or revenue;
 - 14.2.7.2. Loss of business;
 - 14.2.7.3. Business interruption;
 - 14.2.7.4. Loss of profits or contracts;
 - 14.2.7.5. Loss of anticipated savings;
 - 14.2.7.6. Loss of data;
 - 14.2.7.7. Loss of reputation and/or goodwill; or
 - 14.2.7.8. Wasted management or office time.
- 14.2.8. Where we are liable to you (save as prohibited by applicable law) our maximum liability to you whether in contract, tort (including negligence) or for breach of statutory duty shall in no event exceed the price of your reservation unless the Hotel Proprietor's Act 1956 applies, in which case our liability will be limited to the maximum prescribed under that Act.
- 14.2.9. If you are a consumer under applicable laws, nothing in these Terms and Conditions shall affect your statutory rights as a consumer.

15. Parking

- 15.1. Parking at the HOST Sedgemoor or Hinkley Campuses is subject to availability. If you or a delegate is allocated a parking space, such parking space is personal to you or the delegate (as applicable) and cannot be transferred to another person (i.e. The registration of another person's vehicle cannot be used for a reservation). For the avoidance of doubt, the vehicle for which you have made the parking reservation will only be allowed to enter the HOST accommodation campus car parks if it is driven by the person for which the reservation was made.
- 15.2. If you want to book a parking space, you must email events@host-somerset.co.uk or call the events team on: 01278 557 860..
- 15.3. Car registration numbers must be provided to secure a space.

- 15.4. The parking space reservation must not exceed the duration of the event reservation.
- 15.5. Anyone parking without the proper authorisation will be asked to remove their car from campus and the reservation may be cancelled.
- 15.6. We operate a reverse parking policy for vehicles using the car park. Please ensure that all vehicles in the HOST Sedgemoor or Hinkley Campuses car parks are reversed parked in the designated parking bays. Please note that we have a speed limit of 10mph on both campuses, cameras are in operation.
- 15.7. All users of the car park do so at their own risk. We accept no responsibility for accidents, damage or losses to any vehicles, bicycles, or any other property.
- 15.8. If parking is not available instructions for alternative parking will be provided.

16. General

16.1. Your information

- 16.1.1. We process information about you that you provide when making a reservation at the HOST Sedgemoor or Hinkley Campuses in accordance with our Privacy Notice and Cookie Policy which can be accessed through the link included in Clause 1.6. By providing this information you consent (on your behalf and on behalf of each attendee at your event(s)) to such processing and you warrant that all information provided by you is accurate.

16.2. The contract

- 16.2.1. No other person shall have any rights to enforce any of the terms of the Contract, whether under the Contracts (Rights of Third Parties Act) 1999 or otherwise.

16.3. Applicable law

- 16.3.1. These Terms and Conditions, their subject matter and formation (and any non- contractual disputes or claims) are governed by and construed in accordance with English law.
- 16.3.2. You acknowledge that you (or the person making the reservation in your name):
- 16.3.2.1. Are making a reservation as part of your trade, business, or profession;
- 16.3.2.2. Are not making a reservation for personal reasons which are completely independent to your trade, business, or profession,
- 16.3.2.2.1.1. And, as a result, you are not a consumer for the purpose of this Contract.
- 16.3.3. If you are a consumer, the courts of England and Wales will have non-exclusive jurisdiction over any claim arising from, or related to, your reservation and/or stay at any of the HOST Sedgemoor or Hinkley or Brean Sands Campuses. We retain the right to bring proceedings against you for breach of the Contract in your country of residence or any other relevant country. If you are a resident of Northern Ireland, you may bring proceedings in Northern Ireland, and if you are resident of Scotland, you may bring proceedings in Scotland.

- 16.3.4. If you are not a consumer, you agree that the courts of England and Wales will have exclusive jurisdiction over any claim arising from, or related to your reservation.
- 16.4. General provisions
- 16.4.1. If any part of these Terms and Conditions is deemed invalid, illegal or for any reason unenforceable then that part will be deemed deleted and will not affect the validity and enforceability of the remaining parts.
- 16.4.2. Any failure by us to enforce our rights or remedies under these Terms and Conditions or otherwise shall not be construed as a waiver by us of those or any other rights or remedies.
- 16.4.3. All rights not expressly granted in these Terms and Conditions are reserved.

17. Contact Us

- 17.1. If you require further information or have any questions regarding our website, please email info@host-somerset.co.uk.
- 17.2. If you require any information or have any questions regarding these Terms and Conditions, then please email events@host-somerset.co.uk or telephone us on 01278 557 860..