

1. Terms

- 1.1 A reference to 'us' or 'we' is a reference to the AFCEA UK London Chapter, also known as AFCEA London.
- 1.2 A reference to 'you' or 'client' means the organisation / company and point of contact, who wishes to take a table at the TriCyCIS 2022 Post Conference dinner and who are responsible for the commissioning and payment of the invoice.
- 1.3 A reference to 'event' means the TriCyCIS 2022 Post Conference dinner.
- 1.4 'Invoice & Schedule' means the document setting out the details of the services being booked, which, together with these terms and conditions, forms the 'Contract' between AFCEA London and the Client for that event.
- 1.5 'Force Majeure Event' has the meaning given to that term in clause 4.2

2 Booking & Payment

- 2.1 Bookings for a corporate table at the TriCyCIS 2025 Post Conference dinner, to be held at Royal Holloway University of London, on 26th June 2025 can be made either directly on line via the dedicated website www.tricycis.co.uk, or by emailed requests to tricycis@afceauk.online. If requested by email, we will issue an Invoice & Schedule. The schedule represents confirmation of your participation at the event. Bookings made online must acknowledge having read and agreed to these Terms and Conditions before proceeding. You will receive a transaction receipt automatically and this constitutes confirmation of your participation. A formal copy invoice is available on request to tricycis@afceauk.online.
- 2.2. We require full payment of Invoices prior to the event. Only when payment has been made will the booking be deemed as confirmed.
- Payment terms are strictly 30 days from date of invoice. Cheques should be made payable to: AFCEA London.
 - Invoice payments by Credit Card can be made via the dedicated event website at www.tricycis.co.uk

- 2.3 For payment by Bank Transfer, our account details are as follows:

Lloyds TSB Sort Code: 30-91-79

Account Name: AFCEA London

Account Number: 00665968

IBAN: GB95 LOYD 3091 7900 6659 68

- 2.4 AFCEA UK London Chapter is not registered for VAT.

3. Cancellation by You

- 3.1 Once your booking has been confirmed, any change by you will be considered as a cancellation, unless otherwise agreed by us in writing.
- 3.2 If you wish to cancel your booking, the following charges will apply:
- More than three months' notice – Full refund available.
 - Less than three months' notice – 90% charge of the total value of the booking.
 - Less than one month's notice – 100% charge of the total value of the booking.

4. Cancellation by Us

- 4.1 We reserve the right to cancel any booking that we cannot fulfil for reasons beyond our control.
- 4.2 We cannot accept responsibility if we cannot provide the contracted services because of circumstances beyond our control (a 'Force Majeure Event') including, but not limited to:
- Acts of God, flood, earthquake, adverse weather conditions, or other natural disaster,
 - Interruption or failure of utility service, including but not limited to electric power, gas or water,
 - Terrorist attack,
 - Civil commotion, sit-in or riots,
 - Any law or government order, rule, regulation or direction, or any action taken by a government or public authority,
 - fire, explosion or accidental damage,
 - any labour dispute, including but not limited to strikes, industrial action or lockouts,
 - non-performance by suppliers or subcontractors,
 - collapse of building structures, failure of plant machinery, machinery, equipment, computers or vehicles,
 - epidemic or pandemic, (which shall include the current Covid-19 pandemic).

4.3 If we are subject to a Force Majeure Event that we believe is likely to affect your booking, we shall use every effort to notify you as soon as is reasonably practical. If we believe that we have no alternative but to cancel your booking, our sole liability to you shall be to refund you any money that you have paid in advance towards your cancelled booking and you shall not be liable to make any further payments for such booking.

4.4 If we are subject to a Force Majeure Event, but we still reasonably believe that we are able to proceed with the event, the provisions in Clause 3 shall continue to apply if you decide to cancel all or part of your booking.

5. **Corporate Tables**

5.1 Each table will seat 10 people. You are to fill eight places. You may not exceed this number. We will fill the remaining two places with VIP Guests. Bids for specific VIP Guests to be seated on your table will not be accepted, unless agreed by us in writing.

5.2 Clients purchasing a table **must NOT** re-sell individual places.

5.3 Final guest names must be confirmed at least 10 working days prior to the dinner. Substitutions will be accepted up to 48 hours prior to the event.

5.4. The dress code for the dinner is black tie for the gentlemen and cocktail or long dresses for the ladies. No medals or decorations.

6. **Damage**

6.1 You must accept responsibility for any damage to the Venue property (or to that belonging to any individual or organisation) other than fair wear and tear, and for injuries, fatal or otherwise to any person(s) arising from or in connection with their use of facilities caused by negligence, wilful act, or default by you, or any of your guests. We reserve the right to ask any person or group of persons to vacate the venue premises immediately for bad or inappropriate behaviour.

6.2 The costs of repairing any damage caused to the property, contents or grounds by you or any of your guests must be reimbursed directly to the Venue owner by you.

7 **Health & Safety**

7.1. Smoking is not permitted on site, other than in specifically designated areas.

7.2 You are required to acknowledge that you have read and understood any Venue specific Fire Safety

Regulations, which may be provided to you. You must also draw the attention of your guests to any such Fire Regulations.

7.3 You and your guests are required to conform to any additional health and safety protocols necessary to meet any Venue specific Covid regulations in place at the time of the event. We reserve the right to ask any person or group of persons to vacate the venue immediately for bad or inappropriate behaviour.

8 **Overnight Accommodation**

8.1 Guest overnight accommodation, if required, is to be booked online directly with the venue and not through us.