

Booking Terms and Conditions

Please ensure you read and agree to the accompanying terms and conditions when making your booking. If you do not understand any part of the terms and conditions, please do not hesitate to ask us for more information.

1. Provisional Bookings

- 1.1 Broadway reserves the right to cancel or postpone provisional bookings due to unforeseen circumstances
- 1.2 Broadway can provisionally hold a booking for 7 days, after which time the booking may be released

2. Confirming your Booking

- 2.1 Advance bookings are required, following which an event sheet will be created by Broadway confirming the details of the booking
- 2.2 Before finalising, the Client (the person confirming the booking) will receive a copy of the event sheet and our Booking Terms and Conditions, which must be read and confirmed prior to the event
- 2.3 Broadway asks for all final bookings and requirements to be confirmed at least 10 working days prior to the event. The date in which all details must be finalized is noted on the Clients event sheet

3. Charges and Payment Terms

- 3.1 Broadway reserves the right to charge a non-refundable deposit of 20% on confirming of the event
- 3.2 All payments must be received at least 10 working days prior to the event. The date by which the payment must be received is noted on the Clients event sheet
- 3.3 Accounts are payable to Nottingham Media Centre Ltd. by cash, cheque or major credit card. (Please note: we are unable to accept American Express). Broadway is the trading name of Nottingham Media Centre Ltd No 2315936 (Registered Charity No 700880) and its subsidiary NMC Commercial Ltd No 6372815
- 3.4 Clients can apply for a credit account, which is subject to completion of a successful credit application
- 3.5 If payment terms are not complied with, Broadway reserves the right to cancel the event without liability and to retain the deposit

4. Amendments by the Client

- 4.1 Any amendments made to the arrangements listed on the event sheet must be notified at the earliest opportunity
- 4.2 If amendments occur less than 10 working days prior to the event, Broadway will use reasonable endeavours to comply with the requests but will not be liable should it fail to do so

5. Cancellations

- 5.1 In the unfortunate circumstances that the Client has to cancel or postpone a confirmed booking more than 10 working days prior to the event, Broadway reserves the right to retain the 20% deposit made at the time of booking
- 5.2 For cancellations made within 10 working days prior to the event, Broadway reserves the right to retain the full rate of the booking
- 5.3 Broadway reserves the right to cancel confirmed bookings in unavoidable circumstances

6. General

- 6.1 No drinks or food may be brought into the venue by the Client for consumption inside the venue, except where the Client has received written permission from Broadway
- 6.2 Parental/adult (over the 21 years old) supervision is required at all times during events for persons under the age of 16
- 6.3 The Client is responsible for the orderly manner and behaviour of all guests or attendees associated with the Client and their event. If any guest is deemed to not be acting in an orderly manner nor respecting the venue, Broadway reserves the right to end the event and to retain the full rate of the booking
- 6.4 The Client is liable for any damage or loss of any kind to Broadway, caused by the Client and/or the Client's guests or attendees associated with their event. The Client shall be liable to pay Broadway on demand the amount required to make good or remedy such damage or loss
- 6.5 Any guest deemed to be creating an undue disturbance, annoyance or inconvenience to other guests/staff, at any time prior to, during or after the event will be asked to leave the premises immediately
- 6.6 No smoking is allowed except for the designated external areas
- 6.7 Broadway is not liable for any loss or damage to property owned by, or in the custody of the Client or its guests, employees, agents or others