

PCA Management Limited
Terms and Conditions of Booking and Attendance at Events

1-General

- a. All Bookings are made and accepted subject to the following terms and conditions and no addition to or variation of shall be binding unless agreed by PCAM and the Guest in writing in advance of the Event.
- b. These terms and conditions shall apply to all Bookings in precedence over any other printed terms and conditions including any appearing on stationary or correspondence of or from the Guest.
- c. These terms and conditions apply to the Guest and all members of the Guest's Party from the date of the Booking until the Event and for the full duration of the Event and the Guest is responsible for the compliance with these terms and conditions of all people in his Party.

2-Price

- a. The cost of the Booking is as stated on the Booking form and includes VAT. The times by which payment must be made are stated on the Booking form, but unless explicitly stated otherwise, the full payment is due no later than 30 days before the Event.
- b. No Booking shall be considered as confirmed until the full payment has been received and unless the full payment has been received and no tickets, maps, itineraries or other final details with respect to the Event will be forwarded to the Guest until such payment has been received in full.

3-Cancellation and Variation

- a. If the Guest wishes to cancel the Booking he may do so at any time by written notice to PCAM provided that:
 - i.

Up to 6 months prior	Full Refund
6 – 3 months prior	25% of total due
3 – 2 months prior	50% of total due
1 – 2 months prior	75% of total due
1 month or less	Full payment due

- ii. If the cancellation notice is received by PCAM less than 30 days before the Event, the balance of the total price shall become immediately due and payable to the extent that the same has not already been received by PCAM.
- b. PCAM may cancel forthwith any Booking at any time where:
 - i. The Guest is in breach of any of it's obligations hereunder
 - ii. The Guest has entered into administration, receivership or liquidation or has become bankrupt or insolvent or made any voluntary arrangement with his or it's creditors
 - iii. The Guest ceases or threatens to cease to carry on business
 - iv. The Event is cancelled for any reason.
- c. In the event of cancellation under clauses 3.b.i, ii or iii above PCAM may retain any sums already paid to it by the Guest without prejudice to any other rights it may have whether in law or otherwise.
- d. Where the Event is cancelled for whatever reason PCAM shall use reasonable endeavours to secure a refund for the Guest of sums paid by he Guest.
- e. If PCAM needs to make changes to any aspect of the Event due to circumstances beyond its control it shall notify the Guest forthwith. PCAM will endeavour to keep any changes to a minimum and shall seek to offer the Guest arrangements as close to the original as is reasonably possible.

4-Liability

- a. PCAM gives no guarantee whatsoever that the Event or any arrangements relating thereto will take place.
- b. PCAM shall have no liability for any death or personal injury suffered by the Guest or any person in the Guests' Party arising directly or indirectly out of any Booking or at or due to the Event except to the extent such death or injury is caused by PCAM's negligence.
- c. PCAM shall have no liability for loss, damage or destruction to any property of the Guest or of any person in the Guests' Party or any costs, expenses, claims or demands of such persons arising out of the Booking or the Event or at the Event.
- d. In any event, PCAM's total liability hereunder shall be limited to the price paid for the Booking and it shall have no liability for any consequential or indirect losses suffered by the Guest or anyone in the Guests' Party.
- e. PCAM shall not be liable to the Guest or be deemed to be in breach of these terms and conditions by reason of any delay or failure to perform any of its obligations if such delay or failure was due to any cause beyond PCAM's reasonable control.

5-Rules of Attendance at the Event

- a. The Guest and any member of the Guests' Party and any employee, agent, representative or other person connected with the Guest who attends the Event must:
 - i. Behave at the Event in a manner deemed appropriate (in the absolute discretion of PCAM) to the Event and the other guests and attendees.
 - ii. Comply with the dress code provisions stated on the Booking form, ticket or invitation as applicable.
 - iii. Treat other Guests, PCAM representatives, employees and agents, food and drink servers, hosts and hostesses, speakers, auctioneers, performers and the Master of Ceremonies with respect.
- b. PCAM reserves the right, in its absolute discretion, to eject from the Event or take such other action as it deems appropriate any person failing to comply with clause 5.a above. Any person so ejected or otherwise dealt with under this clause shall not be entitled to any refund or other compensation arising out of PCAM's reliance on this clause causing such person to miss all or part of the Event.
- c. PCAM reserves the absolute right to refuse any person entry to the Event for any reason and whether or not such person is a Guest, a member of the Guests' Party or an invitee in any capacity of the Guest.

6-Miscellaneous

- a. No waiver by PCAM of any breach of these terms and conditions by the Guest shall be considered as a waiver of any subsequent breach of the same or any other provision.
- b. If any term or condition is held by a court of competent jurisdiction to be invalid or unenforceable in whole or in part the validity of the other terms and conditions and the remainder of the term or condition in question shall not be affected thereby.

7-Law

These terms and conditions shall be governed by and construed under English law.

8-Definitions

"PCAM" means PCA Management Limited (all correspondence to be sent to PCA Management Ltd, 5 Utopia Village, 7 Chalcot Road, London, NW1 8LH); "Guest" means the person (natural or corporate) making the booking; "Guest's Party" means all people included in the Guest's Booking or invited to the Event by the Guest or any person replacing a person included in the Booking or any invitee of a member of the Guest's Party whether personally known to the Guest or not; "Booking" means the confirmed booking (whether in writing or verbally) made by the Guest for the Event; "Event" means the event organised and/or promoted by PCAM for which the Booking has been made.