

WEDDINGS: CONTRACTUAL TERMS & CONDITIONS

Definitions:

RSE:	The Royal Society of Edinburgh; its connected charitable trust, the RSE Scotland Foundation.
Wedding:	Any ceremony, meals provided and receptions held in the Foundation's rooms on a date which has been agreed between you and the RSE.
Wedding Attendees:	Any person who will be attending your wedding through invitation by you and anyone providing wedding services organised directly by you and not by the RSE.
Facilities:	Any property including rooms, equipment, fixtures, fittings and furniture belonging to the RSE.
Services:	Includes all services normally provided in relation to a wedding
We; us; our:	The Royal Society of Edinburgh; its connected charitable trust, the RSE Scotland Foundation.
You; your:	The person who is hiring and using the RSE facilities and services

1. Who is this contract between?

a) The contract is between you and us. You accept responsibility for paying all charges, including any extra charges, arising under the contract. The contract is subject to and construed and interpreted in accordance with the laws of Scotland and any relevant regulations of the RSE. You may not transfer your rights or responsibilities under the contract to any other person or organisation.

2. Making a Booking

a) Any booking made with us is granted strictly for the purposes agreed and will be accepted only on that basis, and following receipt of the contract, signed by you, and the non refundable deposit (see section 3). No booking will be confirmed until we have received a signed contract and the non-refundable deposit.

- b) Once you have confirmed to us you wish to make a booking, and the specific arrangements for your wedding, we will set the details out in the contract and will send it to you for signature, together with an invoice for the non refundable deposit. Subject to section 2 c), we will provisionally hold the booking for 28 days from the date the contract is issued. No provisional booking will be held for more than 28 days.
- c) If during the 28 days you have not returned the contract and not paid the non refundable deposit, and we are approached by another customer to use our facilities on the same date as you, we will contact you to establish if you still wish to proceed with the booking, and if you do will give you 3 days to return the contract and pay the non refundable deposit.
- d) If we do not receive the contract and the non refundable deposit by the deadlines set by us in sections 2 b) or c) your booking will be cancelled.
- e) On receipt of the contract and non refundable deposit we will confirm, in writing, your booking and receipt of the non-refundable deposit.
- f) By signing the contract you will have agreed to pay all the charges set out in the contract, unless these are changed or cancelled under the terms of section 5.

3. Your Deposit

- a) If the date of your wedding is more than 6 months after the date the contract is issued by us, you will pay a non refundable deposit of 10% of the full contract price.
- b) If the date of your wedding is less than 6 months from the date the contract is issued by us, you will pay a non refundable deposit of 50% of the full contract price.
- c) Deposits will be paid in sterling to the address shown on the invoice.

4. What will the contract cover?

- a) Your contract with us will include the hire of our facilities, but will not include any catering, including drinks services. You will arrange these services directly with our approved caterers. Your contract with us may include other services you have asked us to provide on your behalf. If you choose to arrange these yourself our preference is that you use our preferred suppliers, but you may use other suppliers, subject to our prior approval.
- b) If you do use other suppliers which are approved by us, this will be a separate contract between yourself and the supplier and we do not accept any liability for any costs connected with services you arrange directly with them.

5. Altering / Cancelling the Contract

- a) We will accept alterations to the contract up to 28 days before your wedding. After that time we will supply what is agreed in the contract and charge accordingly. We shall have no liability to you for any inconvenience or loss this may cause you.
- b) If you do alter the contract, we will issue a revised contract, which you will sign and return to us. The revised contract will only take effect when received by us, and if it is received by us no later than 28 days before your wedding, and if payment has been made in respect of any further non-refundable deposit set by us, which may be required if the contractual alteration results in an increase to the overall cost of the facilities and services being provided through the contract.
- c) If you decide to cancel your wedding any payment which you have made to the RSE up to and including the date on which you cancel will not be refunded.
- b) We reserve the right to alter or cancel the contract for reasons that are beyond our control. If this happens we will use all reasonable efforts to offer you an alternative. We do not, however, accept responsibility if we cannot provide facilities or services because of any cause which is beyond our control.
- e) We reserve the right to cancel the contract without liability to you if you are in arrears of payment or we become aware of any significant change in your circumstances that would adversely affect the reputation of the RSE should your wedding proceed.

6. Further Payments

- a) If you paid a 10% non-refundable deposit, you will pay us a further of 40% of the full contract price 6 months prior to the date of your wedding. This payment will be non refundable.
- b) We will invoice you for any further 40% payment you are due.
- c) 28 days before your wedding we will send a final invoice to you for the balance of all final charges set out in the contract.
- d) You will make further payments in sterling to the address shown on the invoice. You will pay within 14 days of the date of the invoice and we will confirm receipt of payment. If you do not pay the invoice in full and on time we reserve the right to cancel the contract.

7. Behaviour of Wedding Attendees

- a) It is your responsibility to ensure that your wedding attendees behave in a way that does not cause damage to our facilities or equipment provided by other service suppliers, or that creates a nuisance or unreasonable disruption to our staff or to anyone else present during the wedding. Should any of your wedding attendees refuse to, or appear unwilling to alter any aspect of behaviour that is unacceptable to us, we reserve the right to terminate the stay of the person(s) involved or all your wedding attendees.
- b) You or your wedding attendees are not permitted to bring food or drinks into our facilities.
- c) You or your wedding attendees are not permitted to smoke in, or bring any banned substances into, our facilities.
- d) Should you or your wedding attendees fail to comply with sections 7 b) or c), we reserve the right to terminate the stay of the person(s) involved or all of your wedding attendees.

8. Liability

- a) You agree to pay any loss or liability of any kind to us or any other person caused by you or any of your wedding attendees and to indemnify the RSE in full against all injury (including death) to any persons or loss of or damage to any of our facilities or any other property which may arise out of any negligence, act of omission by you or your wedding attendees.
- b) If any damage caused by your wedding prevents our facilities and services being used whilst the damage is made good, you will be charged for any revenue lost during this period.
- c) We advise that you obtain insurance and are fully insured against all losses or liabilities. We cannot accept responsibility for loss of or damage to property or vehicles belonging to you or any of your wedding attendees, however caused.

9. Animals and pets

- a) No animals or pets of any kind, except guide dogs, are allowed on our premises.

10. Using RSE name without permission

- a) You may not use the name of the RSE, our logo, or any photographs of our premises, internal or external, without our prior written permission.

11. Security & Health and Safety

- a) You will provide a full list of wedding attendees no later than 7 days before the wedding. This information will be treated in strict confidence.
- b) If any of your wedding attendees have personal security needs over and above what we would normally provide, you will inform us. If their presence necessitates us to provide additional security services, we reserve the right to make additional charges in respect of any additional costs and expenses incurred.

c) We comply with statutory requirements governing licensing, health and safety and entertainment. You are therefore responsible for ensuring that all your wedding attendees comply with all laws and byelaws relating to these requirements, and with our Health and Safety policy and procedures. A copy of our Health and Safety policy and procedural manual can be obtained from our Director of Corporate Services (tel. 0131 240 5000).

d) Should you or your wedding attendees fail to comply with sections 11 a) b) and c), we reserve the right to terminate the contract, or on the day of the wedding terminate the stay of the person(s) involved or all your wedding attendees.

12. Complaint Procedure

a) If you have a complaint against the facilities or services provided by us or about any of the arrangements relating to your wedding you should, in the first instance, contact our Front of House Manager (0131 240 5034).