



CONFERRNCING AT LANGSTONE

THE HEART OF HAVANT BUSINESS COMMUNITY

Room	Number of People (seated)	Rate Half Day including set up	Rate Day including set up
Auditorium	25-180	£187.50	£300.00
C1	8-20	£52.50	£84.00
C2	8-10	£62.50	£100.00
C3	24	£70.00	£112.00
C4	12	£52.50	£84.00
C5	16	£52.50	£84.00
M1	8	£56.25	£84.38
M2	6	£45.00	£67.50
M3	6	£45.00	£67.50
M4	6	£45.00	£67.50
M5	18	£72.00	£108.00

Additional Equipment Available upon the request:

- Laptop projector FREE
- Conference telephone FREE
- Flip chart stand FREE (paper chargeable)
- OHP FREE
- Video, DVD & TV FREE
- Marker pens for whiteboard FREE



find out availability



02392 49 7862

Terms and Conditions

Definitions	The “Provider” means Fasset Ltd, the party responsible for the property and all associated services for which a booking is agreed. The property is Langstone Technology Park, Langstone Road, Havant, PO9 1SA, UK.
	The “Client” means the organising body/company and organiser responsible for commissioning of and payment for the event.
	The “Booking” means the agreement between the provider and the client for a specific booking or series of bookings. These Terms and Conditions will form part of the booking, together with any other terms stated in the booking contract.
Charges and Payment	Please note that the following cancellation charges may be made: 100% of quoted charges if cancelled less than 1 week before the event.
	All the prices quoted are net of VAT, which will be applied at the appropriate rate on the day of the event. Please also note that a labour surcharge may apply on evenings and weekends.
	All payments to be made in GBP Pounds Sterling.
	The provider reserves the right to release the provisional booking and re-let the facilities should the client fail to pay the full amount in the specified time.
Confirmation by the Client	All bookings are considered as provisional until a signed contract is returned and payment made when appropriate. Once the booking contract is signed, all such facilities and services reserved on your behalf will be subject to the terms and conditions.
	The booking contract must be returned by the client and received by the provider within 7 working days of the date of issue or, if such time is not available prior to the date of arrival, within a maximum of 48 hours prior to the event. If the booking contract is not received by the provider within this period, the provider reserves the right to release the provisional booking and re-let the facilities.
	Numbers for each event must be advised to the provider at the time of the confirmation and will be identified on the contract. Final numbers, menus and any special dietary requests must be confirmed to the provider at least 7 days prior to arrival. Failure to notify the provider may result in a cancellation charge as described in “Charges and Payment”.
Amendments by the Client	Amendments to guest numbers and/or arrangements must be confirmed to the provider in writing 7 days prior to the event date.
	No charges will be made for any reductions in numbers of less than 10% from those stated on the contract, providing they are received in writing by the provider at least 7 days prior to the event.
Amendments by the Provider	In the exceptional circumstances where the provider has to cancel or significantly change the arrangements for any reason, suitable alternative facilities will be provided or, if this is not possible, a full refund will be given for any monies paid prior to the event.
	The provider will not accept any claims for compensation, expenses, costs or losses incurred by the client as a result of the change or cancellation.

Terms and Conditions

Bookings	Bookings may be accepted for any period during the week and at weekends, subject to availability. Bookings outside of normal working hours may incur an additional fee to cover relief staff. These costs are normally charged at £12.00 per person/hour but may be subject to variation. The number of additional staff required will depend on delegate numbers.
	Please ensure that all bookings finish at the stated time. Failure to vacate the facilities on time may result in additional charges being incurred.
Catering	All on-site catering must be provided by the provider's caterers. Orders should be placed directly with the provider. The client is under no circumstances permitted to bring, or allow their delegates to bring, food and refreshments onto the premises. We can provide bespoke solutions for your conferencing needs.
	Alcohol may be served on the premises, subject to certain conditions. All alcohol must be provided by the provider's caterers.
General T&Cs	The provider reserves the right to withhold permission from any organisation for the use of its premises.
	Event organisers wishing to book the premises are required to notify the provider in advance of any other organisations they are providing sponsorship for, or are in any way associated with, for any event to be held at the provider's premises. The provider reserves the right not to allow certain organisations to be associated in any way with an event to be held on its premises.
	Event organisers must ensure that their activities and those of their delegates conform with standard health and safety practices of the premises, details of which will be provided to each delegate at the start of each event.
	Should the Provider for any reason beyond their control be unable to fulfil their commitments, they will not be liable for any damages or compensation.
Force Majeure	Except where otherwise expressly stated in these conditions, the provider cannot accept liability or pay any compensation where the performance or prompt performance of contractual obligations is prevented or affected if the client otherwise suffers any damage or loss as a result of "Force Majeure". In these conditions, "Force Majeure" means any event which the provider could not, even with all due care, foresee or avoid. Such events may include war or threat of war, riot, civil strife, terrorist activity or actual threatened terrorist activity, industrial dispute, natural or nuclear disaster, adverse weather conditions, fire and all similar events outside our control.
Damage	The client may not affix signs, displays or posters to the fabric of the venue without the prior consent of the provider. Any damage caused to equipment, furniture, décor, carpet, wall coverings either in the suites, public areas or to the exterior of the building, will be billed to the client/organiser of the event.
Health & Safety	Smoking and the use of a naked flame is not permitted in the buildings at any time. Smoking is strictly designated to smoking areas throughout the facility. It is asked that all delegates read and make themselves aware of the Health & Safety guidance presented to each delegate at the start of the event.