

On behalf of: LIVING WORD MINISTRIES

From: Dinner on Friday, 11 July, 2014
To: Afternoon Tea on Sunday, 13 July, 2014

(Please note that your programme should not commence before the arrival meal/refreshment, or end after the departure meal/refreshment contracted above. Please see notes overleaf regarding bedroom access.)

I hereby reserve accommodation at High Leigh Conference Centre, for a minimum of:**En-suite accommodation: 37 adults** (children aged 6-16 years equate to half an adult)

Comprising:

- 13 Single en-suite rooms
- 12 Double en-suite rooms

Cost per adult: £138.00 per person, including VAT at 20% (£115.00 per person, excluding VAT)**Non en-suite accommodation: 35 adults** (children aged 6-16 years equate to half an adult)

Comprising:

- 24 Non en-suite rooms

Cost per adult: £114.00 per person, including VAT at 20% (£95.00 per person, excluding VAT)

If the numbers attending fall below the minimum guarantee of 72 full time adult delegates (children aged 6-16 years equate to half an adult), a charge of £79.00 for en-suite accommodation and £59.00 for non en-suite accommodation will apply for each adult below the minimum guarantee. These charges also apply in the event of a cancellation.

Please note the maximum number of delegates is 100 including day visitors.

I enclose a non-returnable deposit of £909.60 payable to 'The Christian Conference Trust', which is 10% of the overall cost of the minimum guarantee attending, inclusive of VAT at 20%. When paying your deposit, please ensure that you quote **Ref No 14060** on the back of the cheque or as the reference if paying by BACS.
BACS details- Bank: Barclays Account Name: The Christian Conference Trust Sort Code: 20-20-50 Account No: 00790478

Having agreed to the terms and conditions detailed overleaf, two authorised signatures are required to sign below (i.e. Conference Organiser, Chief Executive Officer, Accountant, Treasurer, Minister, Pastor, Vicar or Church Secretary)

Signed Print Name Position

Signed Print Name Position

On behalf of: Living Word Ministries

Date

Please return one copy of the signed contract, with your deposit, to:
CCT, The Hayes Conference Centre, Swanwick, Alfreton, Derbyshire, DE55 1AU.

CCT Terms and Conditions

1. The numbers charged for will be the actual number present or the number we were advised by you as attending, ten days in advance, whichever is the greater, subject to minimum guarantee, as signed for overleaf.
2. Payment should be in the form of one payment, either in the form of a cheque or by BACS electronic transfer, made payable as indicated on the invoice. Please quote your contract reference number when making a payment.
3. A 5% credit charge will be made when payment is not received within 21 days from the date of the invoice.
4. One account is rendered at the end of the conference. Extras not included in the price, if required will be charged, such as Flipchart pads and pens, Admin facilities e.g. photocopying/telephone calls/stationery; Sports Equipment; Transport; Communion Provisions; Corkage charge.
5. The rates quoted on contracts may be subject to alteration if government legislation changes, for example VAT.
6. Assuming that the proportion of children (aged 16 and under) does not exceed more than a third of the total attendance the following discounts are offered: 0-5 years - 100% discount, 6-16 years - 50% discount. Children are counted on a pro rata basis towards adult equivalents (e.g. 2 @ 50% discount = 1 adult equivalent).
7. Part-time attendees will be charged at a proportionate rate based on the full rate. Day Visitors may attend the Centre, with prior consent, and are charged the normal meal charges plus the day delegate conference facility fee (£12.00 plus meals, per person, per day, exc. VAT).
8. CCT reserves the right to cancel any provisional, confirmed or contracted booking with immediate effect in the event of the client failing to pay within the normal credit terms any invoice in relation to services already provided. Please note that CCT will allocate any payments made by the client on an oldest invoice first basis.
9. Any equipment or valuables brought onto the premises, such as cash, cheques, computers, PA or AV equipment are the responsibility of the owner, and is not covered by the CCT's insurance. If you require insurance on these items, then you must ensure that this is obtained from your insurers before the start of the conference.
10. If you intend to reproduce song words, show films, play music or record live music at your event please ensure that you have obtained the relevant licences to enable you to do so legally. Please visit www.ccli.co.uk/licences/events/licences-overview.cfm for more details.
11. All conferences are responsible for ensuring that adequate processes are in place to ensure the safeguarding of children and vulnerable adults within your group.
12. Any loss of or damage to CCT property will be charged for.
13. The Trust is a Christian Organisation seeking to promote ecumenism and serving many different members of the Christian Community. All groups and organisations using our premises need to be sensitive to each other.

Notes

1. Bedrooms cannot normally be accessed until 2.00pm on day of arrival. Please try to allow enough time in your programme on departure day for delegates to pack luggage and vacate their rooms by 9.30am.
2. We are aware that conference organisers often require time to 'set up' and 'break down' before/after the conference programme, however due to the continuous nature of our business it is helpful if you advise us as soon as possible if you require halls/meeting rooms prior to the start of the conference so that, where possible, permission and the necessary arrangements can be made.
3. The conference organiser is responsible for ensuring that the conference halls are secured each evening at the close of sessions, closing windows & locking doors etc. Keys for these areas should be collected on arrival.
4. CCT has a Bursary Fund that exists to help delegates who otherwise could not afford to attend a conference at one of our Centres. Organisations can apply for matched funding by obtaining an application form at www.cct.org.uk/bursary.
5. We do try to re-let any cancellations, and offset any new booking against a cancellation on a one for one basis. Therefore it is in your interest to inform us of any likely shortfall or cancellation as soon as possible in order that we can try and re-let, and minimise any shortfall charges. We are unfortunately unable to guarantee that we can re-let.
6. To comply with fire regulations, Conference Organisers are asked to hand in a full residential delegate room list (room number order please), after registration has been completed, to the administration office. We also ask for conference organisers to have a second copy of the residential delegate room list within the reception area, and to hand, of those who are attending the conference so that a roll call can be implemented by the conference organiser. If you have delegates with disabilities who may need assistance please ensure that someone is responsible for their evacuation, if required, at all times. In each bedroom there is a fire procedure information notice, informing delegates of the action they should take in the event of a fire.
7. We recommend that you consider taking out insurance to cover eventualities such as bad weather preventing transport, etc.; our broker recommends Hiscox (www.hiscox.co.uk/events). You may also want to suggest insurance to your delegates in the event that there is a family bereavement or serious illness preventing them from attending the conference.

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| £4.30 | Breakfast |
| £1.00 | Morning Coffee |
| £5.20 | Lunch |
| £1.50 | Afternoon Tea |
| £6.00 | Evening Meal |
| £18.00 | F+C Total |
| £12.00 | Day delegate Conference Facilities fee |
| £39.50 | Bedroom and Conference Facilities En-suite |
| £29.50 | Bedroom and Conference Facilities Non en-suite |
| £57.50 | Total En-suite per 24 hours exc. VAT |
| £47.50 | Total Non en-suite per 24 hours exc. VAT |

OFFICE USE ONLY

Date Produced: 19/12/2013

Event Ref: 14060

Event Dates: 11/07/2014 - 13/07/2014

Venue: High Leigh

Category: CCT List Price