



## Whole Hog Event Management - Terms & Conditions

### 1 Definitions

- 1.1 'Contract' – the document or documents setting out the services to be provided by us together with these terms and conditions and a signed contract acceptance form.
- 1.2 'You' – the person, firm or organisation engaging our services.
- 1.3 'We', 'Us', 'Whole Hog', 'Our' – Whole Hog Event Management.
- 1.4 Our 'services' – the services to be provided by us which include but are not limited to: event planning, event design, event management, event hosting, provision of marketing support, project management, supervision of print and design processes, market research, PR services.
- 1.5 'Our suppliers' – supply partners we work with to provide services/products .

### 2 Our fees

- 2.1 The fees in respect of services provided will be agreed and specified under separate cover.
- 2.2 A deposit of 25% will be paid upon signing the contract. Full payment shall be made 14 days before your event.
- 2.3 For events / services booked with less than 30 days lead time: a deposit of 25% shall be due immediately upon signature of the contract, with the outstanding 75% to be paid no more than 7 days before the event / services.

### 3 When the contract starts

- 3.1 The contract starts when you have agreed to use our services and signed our contract acceptance form by which you agree to keep these conditions.
- 3.2 If at any time a supplier we have engaged is not able to provide the product / service as originally quoted, we will endeavour to find a replacement of similar value / quality.

### 4 Your responsibility:

- 4.1 In providing our services, in particular hosting events, any reasonable instruction given to you by us or our suppliers must be followed. In the event that you or your guests fail to follow our reasonable instructions, resulting in loss or damage, you will be liable for said loss or damage.
- 4.2 For each preferred supplier, we will advise you in respect of their terms and conditions and payment schedule. Whole Hog is unable to make advance payments to suppliers on your behalf. You must ensure we have received cleared payment in time for us to meet suppliers payment schedules. We cannot be held liable if you fail to clear the necessary funds in time to meet these obligations and the supplier then withdraws their service."

### 5 Limits of our liability:

- 5.1 Whole Hog does not accept any liability for non-completion of an event or for any delays arising as a result of strikes, riots or lockouts, adverse weather conditions, loss, damage or cancellation due to fire, flood or any other cause beyond

its control. This contract is governed by English law and in the unlikely event of a dispute, the parties shall submit to the exclusive jurisdiction of the English courts.

5.2 The liability of Whole Hog in respect of any breach of the Contract, including any applied terms shall not extend to any consequential loss whatsoever suffered by the client or their guests

**6 Insurance:**

6.1 We have public liability insurance up to the sum of £5,000,000.

6.2 We advise you to take out separate insurance for your event. This will cover possible loss or damage to our equipment, or that of our suppliers, used at your event. If you wish us to handle this on your behalf and include it in our service, details will be set out under separate cover and will be added to your bill.

**7 Ending this contract:**

7.1 We may end this contract if:

You break its terms; or

As a company you become bankrupt/enter into a voluntary agreement with creditor/a receiver is appointed. Under these circumstances it will end immediately and we will recover costs.

7.2 You may end this contract:

By giving clear notice in writing to Whole Hog. If you do, you will be liable to pay a percentage of the total agreed/signed contract (plus VAT) according the terms as shown below:

- more than 90 days notice: 25% plus VAT
- less than 90 but more than 30 days: 50% plus VAT
- less than 30 days: 100% plus VAT

7.3 For wedding clients: we underline the importance of taking out your own personal insurance in case anything happens requiring the cancellation of your event.

7.4 Whole Hog Events will do its utmost to ensure that your event goes ahead. However, if a supplier pulls out at a late date, we will try to find a replacement but will not be liable.

**Signed on behalf of Whole Hog Events:**

\_\_\_\_\_  
**Nick Lawler**  
**Director**

**Date:** \_\_\_\_\_

**Signed on behalf of client:**

\_\_\_\_\_  
(please print name)

**Date:** \_\_\_\_\_