



## TRADING TERMS & CONDITIONS

### PAYMENT TERMS

We require full payment of any outstanding balance within 7 days of the event. This can be by cheque but the preferred method is by bacs. Our account details are on your invoice.

### DEPOSITS

A 20% deposit is payable on confirmation of the booking.

We require a further 30% 2 weeks prior to the event.

The remaining balance is due within 7 days of invoice.

### PRO-FORMA

With new clients or for one off contracts we require a 20% deposit upon confirmation and the remaining balance to be settled in advance 2 weeks of the event.

### ACCOUNTS

An account facility can be set up for ongoing and long-term contracts only. Payment terms remain as stated.

### CANCELLATIONS

Cancellation arrangements are discussed and agreed upon on a contract-to-contract basis whereby VIP may recover all reasonable costs. In the unfortunate event of a cancellation we regret that your deposit will not be refundable.

### FINAL NUMBERS

We will charge for the numbers confirmed to us 72 hours before the event. Any further increases in numbers will also be charged for. In the event of the numbers dropping significantly below the original quote we may apply a surcharge.

### QUOTATIONS

We realise the importance of clarity when it comes to billing, which is why we supply quotes based on the information you've given and the requirements stated. Any extras required and the cost of these will be discussed with you at this time. Further additions/extras will be added as and when requested with your prior knowledge.