



SACRED SPACE: COMMON GROUND

National Cathedrals Conference 2018

Booking Terms & Conditions

1. All bookings must be made by on-line application and will only be confirmed on receipt of payment in full
2. On receipt of booking, an invoice will be sent out within 14 working days
3. All invoices must be settled in full within 30 days of issue
4. To qualify for the discounted delegate rate (£395 early bird or £450) you must be a member of a cathedral's staff, directly employed by your cathedral or an official volunteer sanctioned by the Cathedral Administrator or Dean, or employed by the National Church Institutions. Any other delegates must pay the full delegate rate of £800.00 for three nights/ four days.
5. In the event that a delegate cancels, the following cancellation charges will apply:
 - Within 90 days of the start of the conference – No refund will be made
 - From 91 days and 120 days of the start of the conference, 50% of delegate fee will be refunded
 - Between 121 days and 180 days of the start of the conference, 75% of the delegate fee will be refunded
 - Over 180 days from the start of the conference, 90% of the delegate fee will be refunded
6. All cancellations must be made in writing. In the event that a booking is made within 90 days of the start of the conference, the cancellation policy above will apply
7. Distribution or display of any promotional material in the Cathedral or on its notice boards during the Conference is not permitted, unless by prior agreement as part of a sponsorship package
8. Smoking is not permitted anywhere in the Cathedral Church or within the Cathedral buildings
9. Users of conference facilities are responsible for all personal belongings and equipment.
10. Items left overnight in the Cathedral are not the responsibility of Manchester Cathedral
11. Users of the Cathedral premises are subject to the authority of the Dean and/or a member or an officer of the Chapter
12. In the event of an emergency, delegates must follow the instructions given by the Cathedral Vergers, fire wardens and/or members of the emergency services
13. This agreement shall be governed by English Law
14. No variation of these terms and conditions shall be effective unless agreed in writing with Manchester Cathedral
15. Prior permission must be sought for use of the Stoller Organ, Piano or any other cathedral instrument
16. No forbearance shall amount to a variation or waiver of these terms and conditions without prior written agreement