



VENUES & EVENTS | WEDDINGS | HOTEL CONSULTANCY

VENUE FINDING
TERMS & CONDITIONS

Our Commitment to You:

1. Pink Grapefruit will provide you, our client, with a minimum of 3 detailed proposals matching your criteria and budget.
2. There will be no charge for our Venue Finding service once we are the sole appointed agent.
3. We will arrange site visits to each venue and accompany you if required.
4. We will liaise with the venues on your behalf until you have reached a decision.
5. A schedule of confirmation will be sent by us to the chosen venue, copied to you also.
6. At this stage we will hand over to your venue contact and all contracts will then be forwarded directly to you for signing.
(We can provide Event Management at an additional charge should you wish, please speak to us for further details)
7. After the event, we will obtain feedback from you and pass it on to the venue. We will also record your likes and dislikes for future events.

Our Terms:

1. We operate on a sole agency basis – should you place your enquiry with another agent or venue without our knowledge, you will be required to pay us an administration charge of £150 + vat.
2. If you place your event direct with a venue that we have already proposed, you will be required to pay us a search fee of £150 + vat.
3. We will only hold up to 3 venues at any one time for any one event. These are generally held on a two week option, however the venue reserves the right to chase for a decision at any time.
4. It is your responsibility to carefully check all correspondence issued by the venue and make any changes via Pink Grapefruit before signing contracts. We will then re-confirm the details to the venue on your behalf.
5. Rates are quoted based on the number of delegates at the time of booking. Should this change considerably, the venue will reserve the right to reflect this in their charges to you.
6. Pink Grapefruit will not be responsible for any payments to venues.

Signed on behalf of Pink Grapefruit:

Date:

Signed on behalf of :

Date: