



# Four Seasons Event Management

## Event Management

Share the Experience...



The planning process is one of the most important aspects in successful Event Management: The more robust the plan, the smoother the journey to success...

## **Event Management**

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With over 20 years experience we know how to run events.

The hardest part about organising a large event is knowing where to start, you have the idea and what you want to do but what is your next step? This is where we come in, working with you we not only help you save money but we also help you save time by not having to research every aspect of your event.

Working closely with your Event Manager, they will tailor make an event to meet your full requirements and will be with you throughout the planning and running of the event to ensure its successful conclusion.

### **Our event managers have experience in organising;**

- Festivals
- Company Events
- Conferences
- Family Fun Days
- Sporting Events
- Social Events
- Charity Events
- High Profile Events
- Exhibitions
- Product Launches
- Award Ceremonies
- Dinners
- Marquee Events
- Team Building
- Bespoke Events



# Event Management

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## Our services include:

- Site surveying
- Client service
- Brief clarification
- Budget drafting
- Cash flow management
- Supply chain identification
- Procurement
- Scheduling
- Delegate registration
- Site design
- Technical design
- Health & safety
- First aid services
- Risk management
- Health & safety including crowd management
- Logistics and vehicle selection
- Rigging
- Sound
- Light
- Video
- Detailed scheduling and agenda planning
- Security
- Catering
- Post Event Evaluation

All you have to do is have the idea and we will make it a reality!







## OUR CLIENTS

### The Rent Service

*"Wow....this is excellent and truly insightful ! ..You definitely seem to have got us all sussed."*

*"In pretty much every respect, excellent isn't really sufficient."*

*"We got to understand and know things about each other that we never have known before, it would take a long time to reach this level of understanding."*

### Rolls Royce

*"A big thank you for organising such fun and active events, although completely exhausted after the three days we thoroughly enjoyed ourselves! All the events were fun and challenging and you were successful in creating an atmosphere that was both competitive and team building. We can assure you that you come highly recommended by us and we will be sure to use your organisation again"*

### Xansa

*"Multi Activity Day - "From start to finish, the day was handled very professionally and the event management team were probably the best I have worked with.... Would definitely use again and would recommend to others without hesitation"*

### Chartered Society of Physiotherapists

*"City Slickers - "Very good day & much appreciated by the staff. We will take forward some ideas as an action plan"*

### British American Tobacco

*"Team Challenges - "We all had a great time, brilliant, thanks"*

### Unilever

*"Boot Camp - "Attention to detail excellent. Will definitely use you again, have already passed your details on to a fellow department"*

### Tree

*"Boot Camp - "As always, a pleasure"*

### Benfield Group

*"Cycle Treasure Hunt - "Excellent service, could not have been better, well managed & very friendly"*

### Latitude 51

*"Sailing Day - "You provided an excellent day"*

### HTSPE

*"RIB Treasure Hunt - "A stimulating and exhilarating day"*

### Group 4

*"Construction Day - "We all thoroughly enjoyed the day & the mix of events"*

### Ordnance Survey

*"Murder Mystery - "The team really enjoyed it - as the photos show!"*



# TERMS & CONDITIONS

In this document, the following expressions have the following meanings: the Company means Four Seasons Event Management Ltd, any other Company which is part of Four Seasons Event Management Ltd. The Client means the person or company who accepts a written quotation from the Company for contracted services.

The Company shall use all reasonable Endeavour's to supply the best possible service using its resources and facilities to the best possible effect within any agreed time or budget.

Every effort will be made to obtain firm quotations or reasonable estimates from suppliers. All such estimates are issued by way of an invitation to treat and the Company reserves the right to vary or withdraw any estimate with out prior notice.

The Company shall charge such costs, charges and expenses as may be agreed in order to complete the contract. Unless otherwise stated, all such charges are exclusive of VAT.

The Company reserves the right to make additional charges as a result of:

- i) Changes and additions ordered by the Client after the acceptance of the company estimate, proposal and schedule.
- ii) Increases in the costs of materials, equipment or other services necessary for the completion of the contract. Any such charges will be advised to the client either in writing or such other form as appropriate and agreed between the parties.

Payment shall be made in accordance with the Company's prescribed terms. On confirmation and acceptance of the Company's estimates, the Company will issue a payment schedule linked to deposits/balances that the company will be required to make to appointed suppliers. Deposits/balances required under the above schedule shall be payable on the due date notwithstanding the Company's normal payment terms. The Company cannot guarantee performance of the contract should payment not be received on the specified due date. Payment is defined as "cleared funds". The Company reserves the right to charge interest on sums overdue on a day-to-day basis from date such payment was due to the date of actual payment (both days inclusive) at a rate of 2% above the base rate of NatWest Bank Plc. From time in force compounded quarterly. Such interest shall be paid on demand.

In the event of cancellation by the Client, the Client shall pay a cancellation charge to take account of the chargeable value of time and expenses incurred including any cancellation charges levied by third party suppliers. Once a booking is confirmed with the Company, the Company is under no obligation to the client to supply the agreed services. If for any reason the Client cancels a booking or reduces the number of participants, the Client will be liable to forfeit any deposit and pay a cancellation fee. Cancellation schedule: 12-24 weeks notice = 45% .of total contracted cost 6-12 weeks notice = 60%. Of total contracted cost 4-6 weeks notice = 75% of total contracted cost. Less than 4 weeks = 100% of total contracted cost. If the Client changes the original date to another date, a charge will be levied to cover the cost of administration and any loss of profits incurred by the Company.

Proposals may contain confidential information provided by the Client. The Company agrees not to convey such information to any third party. Similarly, the Company's proposal may contain concepts, notions and designs specifically prepared for the Client. The Client undertakes not to disclose or use contents or parts thereof except with the prior written approval of the Company.

Costing are based on the stated number of participants. Should actual numbers fall below this number, the Company reserves the right to make supplementary charges in respect of any fixed cost elements within the confirmed programme.

Rates of exchange used for costing purposes in proposals will be clearly detailed. Exchange rates used for the purpose of final invoicing/reconciliation will be those at which payments were made to appointed suppliers and therefore subject to fluctuation.

All fares used or quoted in the proposals are current and subject to increase at time of booking.

The Company is perpetually looking to enhance the service that it offers. The Company is committed to ethical business. The Company strives continually to build long-term business relationships with its clients.

**Any contract resulting from a proposal submitted by the Company will incorporate these terms and conditions to the exclusion of any terms and conditions of the Client and be governed by English law and subject to the exclusive jurisdiction of the English courts.**

The Company shall not be liable for its failure to fulfill any of its contractual obligations if such is caused by reasons beyond its control.

The Company reserves the right to refuse participation on any programme if participants are believed to be by the instructing staff, under the influence of alcohol or drugs, and that their participation may be harmful to themselves or others on the programme.

Except in respect of injury to or death of any person caused by the negligence of the Company (for which no limit applies) the Company shall not be liable to the Client or any third party for loss of profits or contracts or any indirect or consequential loss arising from negligence breach of contract or howsoever. Any other liability of the Company in respect of each occurrence or series of connected occurrences shall not exceed £100,000.

The Company provides instructing staff and it is the responsibility of the Client to ensure that participants listen to and respond to instruction. Any participant who, require clarification or help should ask the instructing staff who will be happy to oblige.

Many of the activities provided by the Company are physically strenuous. The Client undertakes to ensure all participants are healthy and capable of undertaking the activities and the Company cannot be responsible for illness or injury due to the health of the participant. If you are unsure contact your doctor for advice. The Company offer insurance and advise that it be secured or the Client and their participants organise alternative cover.



Four Seasons Event Management

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