

Terms and Conditions
The Structural Awards 2017 - Individual Ticket and Table Bookings

By booking your place at The Structural Awards 2017 you are entering into a binding agreement. Please note that payment is still required for any booking that is cancelled after the 13 October 2017. Your booking is confirmed as soon as payment is received. If you request an invoice to pay by BACS, your booking will not be confirmed until payment has reached our account.

You are advised to take out appropriate travel insurance, as we will not accept any liability for travelling, accommodation or other expenses incurred as a consequence of a possible event cancellation or postponement. In any event, The Institution of Structural Engineers will not accept liability for any loss, including incidental or consequential damages etc.

Definitions

For the purposes of these terms and conditions:

- (a) the "Awards" refers to The Structural Awards 2017 ceremony
- (b) "Guest" means a person for whom you have ordered or purchased a ticket to the Awards including yourself (if you are an individual);
- (c) "Venue" means the location of the Awards (The Brewery, 52 Chiswell Street, City of London, EC1Y 4SD;
- (d) "we", "us" and "our" means The Institution of Structural Engineers, a company registered with the Charity Commission for England and Wales No. 233392 and in Scotland No. SC038263, registered address The Institution of Structural Engineers, 47-58 Bastwick Street, London, EC1V 3PL
- (e) "you" and "your" means, if you are acting as a consumer, the person named on the ticket booking and if you are acting as a business, the organisation named as the "Company" on the ticket booking.

Price and Payment

- Ticket prices are exclusive of VAT and fees.
- Bookings should be paid by credit card at the time of booking. You can also request to pay by BACS. An invoice will be emailed to you within two working days. Payment must be received by The Institution of Structural Engineers within 14 days of the invoice date or by close of business 11 October 2017, whichever is the earlier.
- Tickets will not be issued until payment has been received in cleared funds. Tickets will be issued via email at least one week prior to the event. Tickets will be sent to the individual guest email address, NOT the ticket buyer.

Confirmation

- You will receive confirmation of your booking as soon as you register via the event website.
- If you have paid for your ticket(s) by credit/debit card online, you will also receive a tax invoice.

Ticket details

- We reserve the right to change (for a reasonable alternative) the times, dates, host, compere, speaker or performer and the venue of the Awards without incurring any liability to you.
- The Ticket price does not include any travel costs or any costs of accommodation.
- The Ticket price relates solely to attendance at the Awards, (which includes a pre-event drinks reception, fine dining 3 course meal plus ½ bottle wine)

Special requirements

- Any special requirements must be made via the online booking system. Special requirements must be requested at least 5 working days prior to the event. Any requests made after this date cannot be guaranteed and additional charges may apply, including, but not limited to vegan or kosher menus; special access requirements.
- Please note that special effects, including strobe lights may be used at the event.

Communication

- You accept that communication with us may be electronic. We may contact you by e-mail or provide you with information by posting notices on our website. For contractual purposes, you agree to this electronic means of communication and you acknowledge that all contracts, notices, information and other communications that we provide to you electronically comply with any legal requirement that such communications be in writing. This condition does not affect your statutory rights.
- We may give notice to you at either the e-mail or postal address you provide to us on the ticket booking, or in any of the ways specified. Notice will be deemed received and properly served immediately when posted on our website, 24 hours after an e-mail is sent, or three days after the date of posting of any letter. In proving the service of any notice, it will be sufficient to prove, in the case of a letter, that such letter was properly addressed, stamped and placed in the post and, in the case of an e-mail that such e-mail was sent to the specified e-mail address of the addressee.
- All notices given by you to us must be given to Institution of Structural Engineers, 47-58 Bastwick Street, London, EC1V 3PL or by email to events@istructe.org.

Cancellations

- Cancellations must be made in writing to the registration contact at the address below. If you cancel on or before 13 October 2017, we will refund your booking fee less an administrative charge of 15%. If you cancel after 13 October 2017 no refund will be given.
- If we cancel the function we will refund all booking fees paid. We do not, however, accept liability for travelling, accommodation or any other expenses incurred as a result of any cancellation or postponement of the event.
- Our liability for loss or damage incurred as the result of cancellation or postponement of the event is limited to the amount of your booking fee.
- In the event that The Structural Awards 2017 is cancelled by the organisers, a full refund will be made of any booking fees paid.
- If the event is postponed for reasons beyond the direct control of the organisers (Force Majeure), this booking will be transferred to the revised date of the event and all these Terms and Conditions shall apply to any such transferred booking.

The Awards

- You shall provide us with a list containing the name of each of your Guests (the "Guest List") by 27 October 2017. If you have not provided your Guest List to us by this date, we reserve the right to cancel the Contract and refuse your Guests entry to the Awards.
- A substitution of a Guest named on your Guest List can be requested by giving written notice to us. We reserve the right to accept or deny your request.
- Photographs and video footage will be taken at the Awards by an official photographer and videographer; such images and recordings may be used in post-Awards publicity and on future marketing materials. By completing and submitting your ticket booking, you consent (and agree to procure your Guests' consent) to the official photographer and/or videographer taking such photographs and/or recordings, which may feature you and/or your Guests. If you or any of your Guests do not want your photograph and/or recording to be taken or used in this way, you must notify us in writing 3 weeks prior to the Awards.
- During the Awards the host, compere, speaker or performer may use their own copyrighted material. Any unauthorised recording or posting of this material is an infringement of their copyright.
- We reserve the right to refuse entry to the Awards to any Guest who is unable to present a ticket upon request by us or any employee or agent of the Venue.
- If in our opinion or the opinion of the employees or agents of the Venue you or any of your Guests' behaviour is considered inappropriate you or they may be refused entry or asked to leave and excluded from the Awards without refund or compensation.
- Reasonable security searches at the Venue may take place

Liability

- The Institution of Structural Engineers shall not be liable to you or any Guest (whether such liability arises in contract, tort (including negligence) or otherwise for:
 - i) any loss of profit, loss of or damage to reputation or goodwill or any indirect, special or consequential damages, loss, costs, claims or expenses of any kind; and/or
 - ii) any loss or damage arising from a failure or delay in performing our obligations under the Contract to the extent that such failure or delay was caused or contributed to by an act or omission by you or any Guest.
- The exclusions and limitations of liability shall not apply to any loss suffered by any person arising out of:
 - i) the fraud and/or fraudulent misrepresentation of the person seeking to rely on the exclusion or limitation; and
 - ii) death or personal injury resulting from negligence on the part of the person seeking to rely on the exclusion or limitation.
- You agree to indemnify us, our staff and agents and to hold us all harmless against all or any loss, damage, injury, actions, proceedings or claims arising from any act or omission by you or any of your Guests during the course of the Awards.
- You are responsible for taking appropriate insurance cover in connection with your Guests' attendance at the Awards. Where a Guest is travelling from outside of the United Kingdom to attend the Awards, appropriate travel insurance should be purchased independently and in advance of any travel or travel bookings.
- The views expressed by any speaker at the Awards are representative of the speaker's own opinions and cannot in any way be attributed to us. We are not liable for the content of any entertainment provided. We have taken reasonable checks to ensure that it is appropriate for the Awards

Correspondence Address:

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