



Terms and Conditions of Agency Partnerships

Devonshire Park Centre

Eastbourne Conference Bureau is happy to work in partnership with agencies in securing conference business for the Devonshire Park Centre.

The following guidelines are however mandatory when working with Eastbourne Conference Office and Convex Leisure.

- Eastbourne Conference Bureau will offer **8%** commission on the total amount of room hire chargeable to the client, excluding VAT

Commission as outlined above is only applicable for the following venues.

Congress Theatre, Congress Suite, Floral Hall, Gold Room & Devonshire Park Halls and the International Lawn Tennis Centre

- Convex Leisure (on site caterers) will consider commission on pre-booked catering please contact them directly on 01323 415519
- For any enquiry or confirmed booking made through you as an agent the client may not be eligible for subvention on the hire of any venue.
- If the client is a non-profit making organisation we will be happy to offer a not for profit rate for the hire charge.

Eastbourne Conference Bureau Venue Finding Service

Eastbourne Conference Bureau is happy to work in partnership with agencies in acting as a venue finding service and securing conference business for other non Borough Council Eastbourne venues but would expect to then split the commission between Eastbourne Borough Council and the Agent.

Eastbourne Conference Bureau Accommodation Booking Service

Eastbourne Conference Bureau is happy to work in partnership with agencies in acting as an Accommodation Booking service and securing accommodation but would expect to then split the commission between Eastbourne Borough Council and the Agent.