TERMS AND CONDITIONS FOR FACILITIES HIRE

BOOKING

1. Provisional bookings will be held for 14 days only.

2. A booking will only be confirmed upon receipt of a signed booking form.

3. For bookings involving part of an hour, the hours will be rounded up to the next complete hour for charging purposes.

CANCELLATIONS

All cancellations must be confirmed in writing and cancellation charges will be levied as follows:

Notice period	Terms
8+ weeks	The customer will be charged 10% of the hire cost by way of an administration fee if notification of cancellation is given more than 8 weeks prior to the facilities use.
2 – 8 weeks	The customer will be charged 25% of the hire cost and be liable for any expenses incurred in respect of third party services such as catering if the scheduled event is cancelled within 8 weeks of the facilities use.
Less than 2 week	The customer will be charged 50% of the hire cost. The customer will also be liable to pay for expenses incurred in respect of catering and the third party services such as hiring of equipment.

TRANSFER OF DATE

1. No additional charges will be levied if notification of transfer of date is given four weeks prior to the event.

2. If transfer of date is made within 2 weeks of the scheduled facilities hire then the customer will be charged 10% of the room hire cost.

PAYMENT

Payment of all outstanding balances is due strictly within 7 days of receipt of invoice following the facilities use.

FOOD & DRINK

Only food and drink purchased through us may be consumed in the meeting rooms.