



CONFERRING AND ROOM HIRE

terms and conditions

- Hire timings: The meeting room can be hired for 4hr slots 8.30 - 12.30 and 1.15 -5.15 or a full day.
- Cancellation: Full fees (including catering charges if applicable) will be charged for cancellations made less than 4 weeks before the date of the visit.
- Damages: Damages caused other than as a result of wear and tear will be charged to the booking.
- Liability: We recommend that you take out insurance cover for damage or personal injury sustained whilst on the premises and the possibility of cancellation charges
- Payment: The balance of the fees is due before or on the day of your visit, payable by cheque or BACS

NB. We reserve the right to modify prices in the event of a significant rise in the cost of living or external factors beyond our control. Prices include VAT where applicable