



## 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: A non-refundable deposit is required to secure your booking. The balance of the fee is to be paid in full, 14 days before your visit. Payable by 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**