

Room Booking Terms & Conditions

Room Hire Rates

Weekdays (Monday - Friday, 9.00am - 5.00pm)

	Half Day (3.5 hours)	Full Day (7 hours)
Training Room 1	£80	£120
Training Room 2	£80	£120
Function Room	£130	£195

Evening and Weekends

	Half Day (3.5 hours)	Full Day (7 Hours)
Training Room 1	£160	£240
Training Room 2	£160	£240
Function Room	£210	£315

Terms & Conditions of Hire

- Room Hire will only be secured upon receipt of a completed booking form and 50% deposit.
- All charges will be invoiced upon receipt of booking the event and payment should be made within 30 days of receipt of invoice.
- Upon receipt of booking form, the terms and conditions will be deemed to be accepted and agreed to by the customer. Cancellation after that acceptance may render the client liable for the following cancellation charges:

Cancellation within 2 weeks of event	= 50% payable
Cancellation within 1 week of event	= Full fee payable

- Customers are asked not to fix items to the walls, floors or ceilings.
- The event must start and finish within specified times. Changes may not be possible unless previously agreed with the facilities team.

Please note: Booking will only be secured upon receipt of a completed booking form, and payment of deposit.