

Terms & Conditions



Loss of or damage to property

The Centre will not accept responsibility for loss of, or damage to, property due to any negligence, omission or default of the Centre's staff or agents. The Hirer agrees to replace, or pay to the Centre the cost of making good, any damage caused to the equipment by the Hirer.

Estimate of numbers.

The hirer should provide an estimate of provisional numbers at the time of booking, with final numbers confirmed at **least 5 working days** before the event takes place. Please note that the final numbers are the minimum for which the Centre will make catering charges.

Confirmation of booking.

The Centre will send a confirmation of booking to the Hirer. The Hirer is asked to check the details of the confirmation and inform the Centre as soon as possible of any errors or omissions.

Cancellation fees.

Five working days after the confirmation has been sent, the booking will be subject to cancellation fees at the rate shown below. If the booking is cancelled, the Centre will issue a cancellation form, which in the event of a dispute will be required as

proof of cancellation. The Centre reserves the right to alter accommodation if necessary, but will endeavour to contact the Hirer in advance.

Facilitator's Duties

The Hirer's facilitator is responsible for:
ensuring delegates give due consideration to other users within the ethos of a learning environment.

informing delegates of the fire and health and safety regulations. This information is given on the clip board with the attendance list which must be signed by each delegate. The clip board will be given to the facilitator on arrival.

Smoking

Please note the Centre is a smoking free zone

Internet access

The Centre makes every effort to maintain internet access but cannot be held responsible for intermittent service beyond its control.

Cancellation charges

In the week before the event	100%
Within 2 weeks of the event	50%

(unless we are able to re-book the room)