

TERMS AND CONDITIONS

Bookings:

- a) The Business Centre will provide a 'quote' outlining your requirements with relevant prices.
- b) All bookings are considered provisional until a faxed 'quote' is signed by both parties.
- c) The signed confirmation constitutes a contract and must be received by the Business Centre within 7 days of issue or if last minute booking, immediately.
- d) The hiring company must notify the Business Centre immediately of any variation / alteration to its booking in writing, (email) by telephone or fax.

Payment:

- a) 30 days from invoice date.

Cancellation:

- a) If in the unfortunate event of that you have to cancel, the following charges will be applied as follows:

- 0-1 days notice – a full charge will be invoiced.
- 2 days notice – a 50% charge will be invoiced.
- 3-4 days notice – a 25% charge will be invoiced.
- 5 or more days notice – no charge will be invoiced.

Equipment:

- a) Any requirement for equipment to be notified a week in advance. Specialist equipment to be notified two weeks in advance.
- b) Wireless internet access is provided to all our customer and we generally have friendly, technically capable staff to hand who will always be willing to try and assist if you do encounter any minor difficulties connecting to this. However, our staff cannot troubleshoot general technical issues with the equipment you bring and it should be stressed that you are solely responsible for the protection of your own equipment. We will accept no responsibility for any virus, damage or security breach which could occur whilst connected to the Internet. Likewise you are responsible for your own acceptable usage of the Internet facility and illegal activity will be dealt with in utmost seriousness involving the necessary authorities.

General Regulations:

- a) Companies using the facilities of the Business Centre must comply with all regulations concerning fire and health and safety.
- b) It is prohibited to consume alcohol on these premises.
- c) There is a strict no smoking policy both inside and outside of the building.
- d) You will be held liable for any loss or damage to the Business Centre's property and fittings (including any equipment that may be hired).
- e) No material (i.e. signs, posters or displays) may be attached to the walls of any meeting room unless authorisation has been given by a member of the Business Centre Team.
- f) Daily hours are 8:30am to 5:00pm, Monday to Friday.
- g) Finishing times must be adhered to otherwise, regrettably, a penalty charge of £50.00 will be implemented.