

Room Hire: Terms and Conditions

Terms and conditions for room and conference hire.

Payment Terms

Invoice will be sent within one week of the event. Payment is due within 30 days of invoice date.

If you require a Purchase Order to be added onto your invoice please provide this prior to your event.

Cancellation

Block Bookings (defined as 3 consecutive days or regular weekly/monthly bookings) – 2 weeks' notice is required or 100% of room hire fee will be charged.

Bookings - 48 hours' notice is required or 100% of room hire fee will be charged.

Stanlaw Abbey Business Centre will use its best endeavours to ensure that any meeting or presentation will go ahead as booked. However, Stanlaw Abbey Business Centre will not be held responsible or liable in the event that the meeting cannot go ahead for reasons outside of its control.

Terms and Conditions

- Less than 48 hours' notice, 100% of room hire fee will be charged;
- Stanlaw Abbey Business Centre reserves the right without liability to refuse or cancel any booking.
- Stanlaw Abbey Business Centre shall not be responsible for any loss or damage to your property.
- The hirer shall be responsible for any damage caused to Stanlaw Abbey Business Centres property.
- All mains equipment brought into the Centre is to be covered on a current PAT testing certificate.
- Smoking is not permitted in, or at the front of the building. A smoking shelter is provided.

Please sign below to confirm that you have accepted the above Terms and Conditions.

Name of Company:

Signed:

Print Name:

Date: