

TERMS AND CONDITIONS

This contract is between you and us and not any other person or organisation for whom you may book rooms or catering. You acquire responsibility for paying all charges, including any extra charges that arise under this contract.

DEFINITIONS “The Company”, the “Rooms” and “our” “we” or “us” means Copley Hill Meeting Rooms. The “client(s)” and “you” and “your” means the organising body and organiser responsible for the communications of and payment for the event. The “contract” means the agreement between the Company and client for a specific booking.

GENERAL Our acceptance of a booking is made solely with you and the booking may not be transferred to an agent or third party without our written agreement. We calculate our charges on the basis that we will provide all food and drinks that you and your guests need. Your guests must not bring food or drink onto our premises to eat or drink here. In the event that you breach this rule you will be charged corkage. Smoking is prohibited in all Business Park buildings.

CANCELLATION CHARGES

More than 14 working days’ notice: no cancellation fee
Between 13-8 working days’ notice: 50% cancellation fee
Less than 7 working days’ notice: 100% cancellation fee

If numbers are not confirmed within 72 hours the Company will charge at the latest numbers confirmed in writing. You will be asked to sign for any additional services you request on the day. Additional services cannot be provided without your signature.

A CONFIRMATION OF YOUR BOOKING We will confirm your booking on the basis of these terms and a signed booking confirmation. The confirmation will clearly state the services that have been agreed between you and us, including the number of guests. You must sign the booking confirmation and return it to us within 4 weeks of the event date. If we do not receive it within this period we have the right to release your booking and resell the space and facilities held.

B EMERGENCY PROCEDURES Fire Escape signage and fire fighting apparatus must not be tampered with or covered in any way. Access to emergency exits must be kept clear at all times. Blocking of doorways or exits with equipment or tables is prohibited. In the event of an emergency, an alarm bell will sound continuously. You must evacuate the room using the emergency exits immediately. The assembly areas are highlighted in each specific room. Procedures for evacuation are displayed in the rooms and you must ensure your attendees are informed of this at the opening of the event.

C INSURANCE We will not accept any responsibility for the loss or damage to any of your or your guest(s) property, including any film video or audio visual material or vehicles. You must reimburse to us the costs of repairing any damage to our property, contents or grounds caused by any of your guests. Our insurance covers public liability claims where we are held liable. Insurance will need to be arranged to ensure that you are covered for all risks (for you and your potential third parties) adequately.

D REDUCTION AND OTHER AMENDMENTS BY YOU

Amendments to numbers and/or arrangements must be confirmed to us in writing. Reductions in the duration or contracted value of the booking shall be subject to our cancellation policy. Final numbers must be stated a minimum of 72 working hours before the event. These will be the minimum numbers for which you will be charged.

E CANCELLATION BY YOU If you have to cancel or postpone your booking at any time prior to the event date, then the appropriate cancellation fee will apply and you agree to pay all costs. Any cancellation, postponement or partial cancellation should be advised to the Company in writing.

F AMENDMENTS OR CANCELLATION BY US Should we for reasons beyond our control need to make any amendments to your booking, we reserve the right to offer alternative facilities. Our acceptance of your booking is on the understanding that circumstances beyond our control may prevent us from meeting our obligations at the relevant time, in which case we will not be liable for any loss suffered by you or any third party. We may cancel the booking if the booking might in our opinion prejudice our reputation, you are more than 30 days in arrears of payment for a previous event or we become aware of any significant alteration in your financial position.

G ARRIVAL/DEPARTURE The Room(s) is/are available from the time shown on your booking form. Any extensions may incur additional charges. Up to one hour is required to reset and clean rooms.

H CHARGES AND PAYMENTS Payment of accounts is due immediately following invoice submission. Payment must be made in pounds sterling (UK). In the event of payments becoming overdue, interest at 5% above the base rate at the time of when payment becomes due may be added to your account. Due accounts are subject to VAT at the current rate.

Copley Hill Meeting Rooms
Copley Hill Business Park
Babraham
CB22 3GN