

## **NORTH LONDON BUSINESS MEETING ROOM – TERMS AND CONDITIONS OF HIRE**

**Bookings and confirmation** – Provisional bookings may be made by post, e-mail, telephone and fax. A booking must be confirmed by signing and returning a completed official booking form accompanied by the full fee, until this is done North London Business reserves the right to offer the room to another party. The hirer should not make any announcement regarding use of the North London Business meeting room until this payment has cleared and a receipt been issued.

**Facilities and charges** – Charges will be made for the use of the meeting room, technical equipment and refreshments. Charges made will be those promulgated at the time of booking on the North London Business website. Reduced charges will be applied at the discretion of North London Business to local authorities and not for profit business organisations and agreed by both parties at the time of booking. Hourly or per unit charges apply, these will be rounded up when not complete units. It is the responsibility of the hirer to allow sufficient time to set up and clear the meeting room within their booked time slot.

**Room availability** – All bookings are subject to availability and should be checked in advance. Normal hire hours are between 9am and 5pm, Monday to Friday. Use of facilities outside of these times will be restricted and may be charged at a premium. Other parties may be using offices surrounding the meeting room during the time of hire. North London Business reserves the right to refuse a booking. Rooms booked may not be assigned or sublet.

**Cancellation by the hirer** – In the event of a client cancellation, the client is liable for charges as follows: 50 per cent of the total charge for cancellations made within seven calendar days of the room booking date. 100 per cent of the total room charge for cancellations made within two calendar days of the room booking date.

**Cancellation by North London Business** – In exceptional circumstances and without incurring any liability North London Business may cancel your booking and issue a full refund anytime up to and during your hire period.

**Building security** - North London Business will not liable for any loss of, or damage to, property of the hirer or delegates. The hirer will be held responsible for any damage caused by themselves or their delegates. The hirer will be held responsible for any damage occurring within the meeting room during the hire period. Users must comply with the North London Business health and safety policy.

**Catering** – Any external catering arrangements must be approved by North London Business in advance. North London Business does not have any waiter/waitress facility to service meetings.

**Equipment** – It is the responsibility of the hirer to check in advance the functionality and compatibility of hired equipment where it interfaces with their own files and hardware. Where a malfunction of hired equipment occurs we will refund the cost for the hire of this piece of equipment only and will not be liable for any loss incurred as a result. Where audio is used the sound levels are to remain no higher than that of spoken voice and if requested by North London Business staff, volume levels are to be reduced.

**Premises access** – Heron House has accessibility to wheel chair users; there is a ramp to the main entrance doors, toilets on all three floors, a disabled toilet on the ground floor, a lift giving access to all floors. There are marked disabled car parking spaces. For delegates with limited mobility we advise the hirer to make someone available in case assistance is required. We cannot guarantee parking availability or full serviceability of the lift.