



Room Bookings

Terms and Conditions

1. Definition – Hirer means the company, body or person that is represented on the booking form as the 'name of organisation'.
2. Booking – A signed and completed booking form must be received by The Employability Trust at least two days prior to the date of the event. Upon receipt of this confirmation the booking will be sent out in writing or email.
3. Room Capacity – The capacity of both meeting/conference rooms has been set in accordance with health and safety requirements and based on room set up, therefore no additional seating can be supplied.
4. Services – Provided only are Meeting, Training and Conference rooms and catering if required. Administrative services such as photocopying can be arranged at an additional cost.
5. Domestic Arrangements – It is the responsibility and duty of the person(s) chairing the event to read the safety regulations and instructions within the meeting rooms and make the rest of the delegates aware of the procedures.
6. Indemnity – The hirer accepts all risks of any kind in respect of personal injury or loss or damage to the property and The Employability Trust accepts no liability in respect of such risk. The hirer should make good any damage to the premises, furniture or fixtures therein. The hirer of the room shall keep staff at The Employability Trust notified of:
 - a) Any loss or damage to the property
 - b) Any accidents which occur on the premises (particularly any personal injuries)
7. Health and Safety – The hirer must adhere to all health and safety rules of the centre throughout the duration of the hiring of the room(s).
8. Cancellation – Cancellation of meeting rooms must be made 24 hours prior to the start of the event in writing. Failure to make this notification may incur the full cost of the room and buffet if booked.
9. Parking – Delegate parking is available. Disabled parking is situated near to the main entrance. Parking is at delegates own risk.
10. Special Needs – Please notify us of any special requirements that you may have at the time of booking.