



TERMS AND CONDITIONS AGREEMENT

USING THE MEETING AND CONFERENCE FACILITIES

Prior to your meeting:

Please read the following Terms and Conditions carefully before you submit your conference booking request online. By clicking accept to this agreement you accept the following terms and conditions.

Special note about IT, Audio-visual, Teleconferencing and videoconferencing equipment:

Should you have any special requirements for your event such as Audio Visual, Teleconferencing and Videoconferencing equipment, these must be requested on the booking page under 'Products' in advance. Kindly note that any special requirements should be booked at least 72 hours prior to the event date. Please contact Glandore directly if your request falls within this window and we will endeavour to accommodate the request. It is recommended that you set up an hour before your delegates arrive to ensure that all the equipment is in working order.

The nature of your business

You must only use facilities for the agreed event purpose as stated in the written agreement. Use of the facility for a "retail" or any "commercial" nature involving frequent visits by members of the public is not permitted. You must not use the name 'Glandore' in any way in connection with your business except for identifying the address.

Your name and address

You must not put up any signs on the doors of the facility set aside for your event, which is visible from outside the rooms you are using. We operate a no branding policy and appreciate your cooperation on this.

Taking care of our property

You must take good care of all meeting & conference rooms, its equipment, fittings and furnishings which you use. You must not alter any part of it. You are liable for any damage caused by you or those in the business centre with your permission or at your invitation. Please do not hang flip chart paper on the walls as this damage the paint work and a charge will be incurred.

Using our name without our permission

You may not use the name "Glandore Business Centres", "Arthur House", the Glandore Business Centres logo or any photographs of our premises without our permission.

Smoking policy

Glandore Business Centres operate a no-smoking policy throughout the centre, this includes electronic cigarettes. Please move away from the entrance doors to the building if you wish to smoke.

Glandore

Cancellation policy

In the event of non-availability of meeting or conference rooms, we reserve the right to cancel your booking up to 5 working days prior to the event. In such a situation, we will do all possible to find you alternative accommodation.

Comply with the law

You must comply with all the relevant laws and regulations in the conduct of your business. You must do nothing illegal. You must not do anything that may interfere with the use of the business centre by us or by others, cause any nuisance or annoyance, increase the insurance premiums we have to pay or cause loss or damage to us or to the owner of any interest in the building which contains the business centre.

Comply with house rules

You must comply with any house rules that we impose generally on users of the business centre whether for reasons of health and safety, fire precautions or otherwise. You must not play music or use amplification equipment in a way that can be heard outside your rooms.

Opening and closing times

Glandore Business Centres meeting facilities open Monday to Friday – 0900- 1700 . Glandore Meeting and conference facilities are not available on the weekend. All bookings in the building will start and end at the time agreed. We will charge you for any facilities or services used outside of the times agreed in the contract.

PROVIDING THE SERVICES

At the start of your agreement

Although, we will do our utmost to accommodate your needs, if for any reason we cannot provide anything as set out in the written agreement we are not liable to you for any loss or damages.

Suspension of services

We may by notice suspend the provision of services (including access to the meeting room) for reasons of political unrest, strikes, or other events beyond our reasonable control, in which event payment of the standard fee will also be suspended for the same period.

Our liability

We are not liable for any loss as a result of our failure to provide a service as a result of mechanical breakdown, strike, delay, failure of staff, termination of our interest in the building containing the business centre or otherwise unless we do so deliberately or are grossly negligent. We are also not liable for any failure until you have told us about it and given us a reasonable time to put it right.



YOUR AGREEMENT

Making a booking

All bookings must accompany a signed copy of this "Terms and Conditions Agreement". Bookings will only become confirmed on receipt of the signed booking confirmation form and terms and conditions agreement.

Altering your booking

Altering your booking date is required 5 working days in advance, unless otherwise stated. If you have less time than 5 working days, please contact Glandore directly we will endeavour to accommodate.

Duration

Your agreement is only for the dates and times stated in the written agreement. Dates and times are not transferable if you fail to show or arrive late.

If an event runs overtime or if you require extra time

As soon as you realise that you may require additional time it is imperative that you inform our Reception prior to the event or on the day of your event. Kindly note that a minimum of 30 minutes is required for break down and set up. All additional time will be charged accordingly.

Ending your agreement immediately

We may put an end to your agreement immediately without giving notice if:

You a regular user of our facilities have a history of late payment of invoices and you have received a number of written reminders.

If we put an end to the agreement for any reason it does not put an end to any then outstanding obligations you may have, and you must: pay for additional services you have used, pay any meeting and /or conference room or cancellation fees your agreement stipulated you to respect and indemnify us against all costs and losses we incur as a result of the termination.

If the business centre is not available

In the unlikely event that we are no longer able to provide the services and facilities at the business centre stated in your agreement then your agreement will end and you will only have to pay the standard fees up to the date it ends and for the additional services you have used. We will try to find suitable alternative meeting rooms for you.

When your agreement ends

You are to vacate the meeting and /or conference facility immediately, leaving it in a decent condition.

If you leave any of your own property in the business centre we may dispose of it any way we choose without owing you any responsibility for it or any proceeds of sale.

Confidentiality

The terms of your agreement are confidential. Neither of us must disclose them without the other's consent unless required to do so by law or an official authority. This obligation continues after your agreement ends.

Glandore

Indemnities

You must indemnify us in respect of all liability, claims, damages, loss and expenses, which may arise:

- From any death, injury or disease sustained by any person or loss or damage to any property arising from use of the accommodation provided.
- From a third party in respect of our provision of services to you
- If you do not comply with the terms of your agreement/.

You must also pay any costs, including reasonable legal fees, which we incur in enforcing your agreement.

Consequential loss

If for any reason we cannot provide you with any service our liability is limited to crediting or returning to you a fair proportion of the relevant fee. To the extent permitted by law we have no liability whatsoever for any consequential loss as a result of anything we or our staff do or fail to do.

British law applies

British law applies to your agreement.

FEES

Payment

Prices will be quoted excluding VAT, unless otherwise stated. Rooms and specific requirements will be laid out in your confirmed booking email.

Payment terms

In the case of all bookings, credit card details are required in advance to secure the booking. Full payment will be taken with credit card provided. Should any additional requests be made on the day, charges will be applied for payment and invoice sent via email for same.

Deposit

You may be required to pay a deposit for an event – if applicable.

Cancelling a booking

If for any reason you need to cancel a booking prior to the confirmed date, at least 48 hours written notice has to be given to a Glandore representative. If notice has been confirmed before 48 hours no charge will be applied. Cancellation after 48 hours notices will still apply a full charge of confirmed facilities.

Prices and discounts

All prices quoted are subject to change, however, those quoted in your proposal will apply to your event or meeting unless it is evident there has been an error. All prices quoted are exclusive of VAT unless otherwise stated.



We are Glandore Business Centres, Arthur House, 41 Arthur Street, Belfast BT1 4GB. This agreement incorporates our terms of business set out in the CONFERENCING AND MEETING FACILITIES AGREEMENT, which you confirm you have read and understood. We both agree to comply with those terms and our obligations as set out in them.

PLEASE FILL OUT AND RETURN

INTERNAL USE (LEAVE BLANK)

Name

Name

Title

Title

Date

Date

Event Date

Event Date

Signature

**Glandore
Signature**