

Terms and Conditions - Meeting Rooms

The client accepts the following terms and conditions through booking Landmark meeting room facilities (online or otherwise):

The client is the individual or organisation who books the meeting room.

The company is Landmark which agrees to allow the client to use a meeting room as detailed on the on-line booking form.

Payment

The company requires payment at the time of booking. Payment can be made via bank transfer, cheque, credit, or debit card and online if the client is using our online booking facility. All fees must be paid prior to the booking taking place unless agreed otherwise. An invoice in respect of your booking will be issued to you within 5 working days of payment being received by the company. A refund for your booking will be issued to you within 5 working days if Landmark is unable to accommodate your booking.

Agreed Credit Terms

If payment terms have been agreed all funds must be paid prior to or on the agreed date. Failure to adhere to this agreement may result in additional late fees and the removal of the agreed terms. Late payment fees will be automatically added to your account.

All AMEX payments incur a 1.9% charge. This charge doesn't appear on your invoice but will be applied at point of payment.

Cancellation Policy

The company will be entitled to cancel the agreement if:

- A booking form is not completed and received from the client (unless received confirmation via email)
- Any money payable is not received by the due date.
- The client fails to comply with the terms and conditions of this agreement.
- In the event of the client cancelling a booking more than 5 working days (working days being Monday to Friday) prior to the booking commencement date, Landmark will issue a full refund in respect of any monies paid or credit the client's account with the amount paid to be used towards a future booking.
- In the event of the client cancelling the booking less than 5 working days prior to the booking commencement date, it shall remain liable for the cost of the room as follows: -

0 - 5 day = 100%

If your booking falls within the above terms the booking can be moved on 1 occasion only within the next 30 days without the above fees being applied.

Irrespective of the above, the client will remain responsible for any costs incurred as a result of any catering, equipment or other services arranged on its behalf.

Any termination of this agreement shall be without prejudice to any rights or remedies that may have accrued to the client or the company.

Restrictions

The client shall not be permitted to:

- Meeting room clients may not give the Landmark business address as their address for any purpose.
- Use the room for any purpose other than in connection with the client's business and not for use of any illegal activity.
- Bring in any food, drinks, furniture, equipment, or signage without the prior written agreement of the company.
- Use the room in a way that disturbs, hinders, or causes annoyance to any other client or occupier of the building.
- Use any service or equipment other than that supplied by the company unless advance written agreement has been provided by the company.

Obligations

The client shall:

- Vacate the meeting room(s) no later than the expiry time of the booking.
- Be responsible for the cost of any repairs or replacement of property arising from any carelessness, neglect or default caused by the client or any of their guests or visitors.
- Observe and adhere to all the rules and obligations made by the company in the provision of meeting rooms and the occupation of the building.

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Meeting Room Extension

An extension beyond the booked expiry time of the meeting may be agreed subject to the following:

- Clearance is obtained from an authorised representative of the company within the building at least 30 minutes before the scheduled expiry of the meeting.
- The Room is not required for another booking or another purpose.
- Additional charges in line with the company's normal undiscounted tariff are accepted.

The company shall: -

- Retain the right to cancel a booking due to circumstances beyond its control or refuse to accept any booking at its discretion.
- Take all reasonable steps to ensure rooms are provided in a clean state and properly equipped.
- Not be responsible for any items of property left in the room or in the building and has the right to remove and/or dispose of such property.
- Be entitled to require the client to use a suitable, alternative room in the building, if circumstances should require such a substitution to be made.
- Not be liable for any claim or loss arising as a result of the meeting room being unavailable due to any reason of force majeure, mechanical breakdown or any other reason beyond the

reasonable control of the company including the failure of any member of staff failing to carry out their duties.

- Not be liable for any loss or damage suffered by the client including any consequential loss or loss of clients.

No liability will be accepted by the company for any breach of security, any loss of data security or loss of or damage to any computer systems nor for any adverse reactions to any catering provided in the building.

Interest on Arrears

Whilst any amounts due remain unpaid, interest will be charged at an annual rate of 8% above the UK base rate from the due date for payment until receipt of cleared funds. In addition to any amounts owing, the client will become liable for the interest plus any costs incurred in recovering such debts.

General

All charges payable under this agreement will be subject to VAT at the prevailing rate.

The contract is between the client and the company and is not assignable.