



Terms and Conditions - Meeting Rooms

The Client accepts the following terms and conditions through booking The Space Meeting Room facilities (online or otherwise):

The Client is the individual or organization who books the meeting room. The Company is The Space 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. 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 10 working days (working days being Monday to Friday) prior to the booking commencement date, The Space will issue a full refund in respect of any monies paid or credit the Clients account with the amount paid to be used towards a future booking

In the event of the Client cancelling the booking less than 10 working days prior to the booking commencement date, it shall remain liable for the cost of the room as follows:

0 - 1 day = 100%

2 - 5 days = 50%

6 - 10 days = 25%

If your booking falls within the above terms the booking cannot be moved without the above fees being applied. Bookings can only be moved outside of the above term window. 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 Space Business Address as their address for any purpose.

Use the room for any purpose other than in connection with the Clients 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. www.thespace-uk.com

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.