

Provisional Bookings

Provisional bookings can be made by telephone, fax, e-mail, or the online booking form on our website. Provisional bookings will be held for a maximum of 14 days. Any bookings not confirmed within 14 days may be released without notice. All bookings are provisional until a signed booking contract (and purchase order, if applicable) is received. When a signed contract has been received the booking terms and conditions have been accepted.

Confirmation of Bookings

Bookings will be confirmed upon receipt of a signed contract. When a signed contract has been received the booking terms and conditions have been accepted.

Confirmation of the booking must include:

- Date(s) of the booking
- Estimated number of delegates and facilitator(s)
- Preferred room layout
- Package required
- Lunch and refreshment requirements
- Equipment requirements
- Any additional requests
- Invoice address

Final Numbers & Requirements

Notification of the exact numbers and specific requirements must be provided in writing as early as possible, and no later than 7 days prior to the start of the event. For Day Delegate bookings, any reduction in numbers received within the 7 days prior to the start of the event cannot be accepted, and non-arrivals will be charged as quoted. Any additions to the confirmed numbers will be charged pro-rata. Please note a minimum number of 10 delegates applies to all day and half day delegate packages. Under circumstances when we have to use an alternative supplier to meet catering requirements there may be an additional charge.

Final Invoices

A final invoice will be submitted once calculation of final charges is completed. Invoices must be paid within 14 days of the invoice date. Late payment of invoices will incur a monthly administration charge of £10 plus VAT.

Change of Date

Once a booking has been confirmed, any change of date may result in forfeiture of the booking deposit. Whilst every effort will be made to accommodate changes in date, the provision of rooms, equipment and other requirements cannot be guaranteed.

Cancellations

Cancellations must be confirmed in writing. If a cancellation is confirmed at least 10 weeks before the scheduled event date, no cancellation charge will be incurred. If a cancellation is confirmed within a period of 10 weeks before the scheduled event date, the following cancellation charges will apply:

- Less than 1 week before event date - 100% of total estimated charges
- 1 to 2 weeks before event date - 85% of total estimated charges
- 3 to 6 weeks before event date - 50% of total estimated charges
- 7 to 10 weeks before event date - 25% of total estimated charges

Cancellation charges will be determined from the date that written confirmation is received and will be payable upon submission of a final invoice. Total estimated charges will be based on the confirmed booking numbers and all pre-booked facilities, such as Room Hire, Catering & Equipment.

Damage

The client must indemnify the Trustees of Central England Quakers against any damage caused to the Priory Rooms Meeting and Conference Centre or Bull Street Friends Meeting House (including contents, furnishings, fittings, sound and light equipment and any other equipment on hire or situated at either site) by the client and/or their guests, employees or agents.

Insurance

The Priory Rooms are fully covered by insurance, however we accept no responsibility for any activities organised by those hiring The Priory Rooms' facilities. Hirers must ensure that Public Liability insurance is arranged to cover any claim that might be made against them in respect of any activities that they are responsible for or any equipment they use during the event.

Accessibility

All areas of the Priory rooms are fully accessible, with the exception of the Sturge Room. The Atrium is located on the ground floor and the lower level meeting rooms can be accessed via a lift. There is a separate accessible WC located on the ground floor.

Car Parking

There are limited car parking spaces available. We will make every effort to provide car parking with the strict priority being given to disabled guests. Parking spaces may also be made available for event organisers and facilitators (subject to availability). Please ensure that all car parking is booked prior to the event date as we cannot guarantee parking on the day.

Smoking

The Priory Rooms Meeting and Conference Centre and Bull Street Quaker Meeting House operate a strict NO SMOKING policy in all areas.

Alcohol

As we are a Quaker organisation, we do not hold a licence for either the supply or consumption on alcoholic beverages on the premises.

Special Catering Requirements

The Catering page gives full details of our standard catering packages including vegetarian menus. If you require non-standard catering, or if any of your delegates have specific catering requirements including special dietary needs, please provide full details when confirming your booking.

We will be more than happy to discuss your requirements and every effort will be made to provide a catering package that exactly meets your needs. Please note that, under normal circumstances, clients are not allowed to consume their own food and beverages within the Priory Rooms premises.

PRS for Music Licence

We do not have a PRS licence, therefore if you wanted to play recorded music during your event you would have to obtain the relevant licence. To obtain this licence you would need to go the PRS website <http://www.prsformusic.com/Pages/default.aspx>