

Terms & Conditions

1. In these conditions “you” and “your” means the person and organisation named in the invoice and if it is unincorporated includes its officers, committee and members; “we”, “us” and “our” refer to The Women’s Organisation; “the staff” means the person carrying out the duties of The Women’s Organisation; “the building” means The Women’s Organisation 54 St James Street, Liverpool L1 0AB.

2. An obligation undertaken by more than one person is undertaken by them all.

3. Smoking is not permitted in the building; this includes the outdoor terrace areas.

4. The sale of any article, commodity or service is not permitted without the prior consent of the staff.

5. The hire is not transferable. It is not intended by us or you to create a tenancy.

6. Room hire bookings are regarded as confirmed when room hire agreement is signed and returned.

7. You agree to pay the hire fees for the use of space in the building; payment in full is required for all hires a minimum of **7 days** prior to the date of the booking. **N.B** If paying by cheque, payment must be cleared by through the bank **7 days** prior to the date of the event. Unpaid hires will not be honoured

8. Tenants and Virtual Office customers will be invoiced on a monthly basis for any meeting room hires within in the month.

9. Cancellation must be received in writing. Cancellation charges will apply as follows:

Cancellation up to 2 months prior to the date of hire – An administration charge of £25 for single booking and £50 for multiple/ block booking will be applied

Cancellation 4 weeks prior to the date of hire	– 50% of room hire fees will be charged
Cancellation 4-2 weeks prior to date of hire	– 75% of room hire fees will be charged
Cancellation 1 week prior to date of hire	– 100% of room hire fees will be charged

10. We reserve the right to cancel any hiring without paying any compensation or incurring liability in respect of such compensation. If we cancel any hiring we will refund any hire charge paid by you.

11. We retain right of access to all rooms during the hire period.

12. We reserve the right to refuse admission to any person or persons and to require any person or persons to leave the building when so requested.

13. The hirer shall vacate the Rooms at the expiry time(s) specified, exceeding the specified time will result in additional room hire charges being applied.

14. Seminar rooms - catering and refreshments can be supplied on request and will be charged in addition to the room hire.

15. Catering services will be provided by Siren @ 54 St James Street. Requirements must be confirmed in writing and paid in full no later than 7 working days prior to the event.

16. Cancellation of catering orders should be made in writing. Catering orders cancelled within 7 days of the date of the event will be charged in full.

17. It is not permissible for consumables to be supplied by the Hirer.

18. The period of hire starts and ends at the times stated in the invoice and includes any time required for preparation of rooms or equipment and for cleaning up and restoring the room afterwards.

19. Furniture may only be moved with the prior consent of the staff.

20. Nothing may be fixed to the fabric of the building without prior consent and only then by means of a fixing which causes no marking or damage to the fabric or the building or to its decorative repair.

21. Dangerous or noxious substances may not be brought onto the premises.
22. With the exception of “sensing animals” animals are not allowed on the premises.
23. The Hirer must comply with Local Authority and other statutory regulations. Fire exits and stairs must not be blocked. The Hirer is responsible for the safe evacuation of their group in the event of an emergency.
24. You are responsible for your possessions and those of your group whilst they are in the building. We do not accept any responsibility for theft, loss or damage to any personal possessions. All personal possessions are to be removed from the building by the end of the Hire.
25. The Hirer is responsible for all claims for injury and damage to persons or property whether caused wilfully or accidentally by the users or their agents or servants arising directly or indirectly out of their activities in connection with the use of the building and will indemnify us against all claims and costs.
26. The Hirer is responsible for reimbursing us in the event of damage to the building, fixtures or furniture by those attending or organising the function.
27. The Hirer is responsible for keeping good order during the Hire and must provide adequate stewarding and supervision to guarantee such order.
28. Consideration must be shown at all times for other users of the building.
29. The Hirer must make clear in any advertising that the event(s) are organised by the Hirer and not us.
30. We will not be liable for any loss suffered to the Hirer due to the failure of any mains services, the breakdown of machinery, leakage of water, fire, government restrictions or Act of God which may cause the building to be closed or the use of to be interrupted or terminated.
31. The Women’s Organisation reserves the right to relocate the booking to an alternative room within the building of equal cost and facilities to that of the original designated space.