



Virtual. Desk Space. Office

Meeting Room Booking and Cancellation Policy

1. Introduction

All S-B-N Meeting rooms are available to be booked from Monday to Friday, between 09:00 and 17:00 hours and on Saturdays, between 10:00 and 18:00. For availability, bookings must be at least 24 hours prior to date of use and not more than one week prior, for meetings less than 8 hours. Our meeting rooms are equipped with smart screens and projectors as well as flip charts and whiteboards, which are available for hire upon request.

2. Rates and Payment

Meeting room bookings cost £20 per hour, with the exception of S-B-N tenants who pay £10 per hour. Users are liable to pay an hourly surcharge for meetings which exceed our regular working hours. Payment must be made in advance as access will only be granted upon presenting a valid receipt at the reception.

S-B-N Meeting Room Rates			
	Rates	Guest Prices	Tenant Prices
One Hour Access	Hourly	£20.00	£10.00
Extra time Surcharge (<i>outside regular hours</i>)	Hourly	£30.00	£20.00
Day Pass 9am – 5pm	Day	-	£150.00
*** Terms and Conditions Apply***			

3. Cancellation

For cancellation of a confirmed booking, customers are required contact us at least 24 hours before their meeting was originally scheduled to begin. On cancellation of a confirmed booking, the following charges will apply:

Cancellation Charges	
Cancellation Period	Charges
Day of Meeting or Event	100% of the room charge applies
1 – 7 Days' notice	50% of the room charge applies
8 – 14 Days' notice	25% of the room charge applies

4. Catering

Guests are able to bring their own catering and are also welcome to make use of the Kitchenettes available on each of our floors.

For more information on meeting rooms, please do not hesitate visit our [website](#), [email](#) or call us on: **03336660088**

Visit us @: www.sbnetwork.co.uk

Or Email us: sales@sbnetwork.co.uk