



Meeting Rooms Terms and Conditions

Definitions:

- a. We/ our/ us pertains to Workspace Plc
- b. You/ your pertains to the Client

1. Booking

Your booking is confirmed once full payment has been received. Non-payment prior to the event will result in access denied.

2. Costs & Payment

The fee is the total cost of the meeting room hire and must be paid prior to the event date. Payment is to be paid using a debit or credit card. We do not accept cash or cheque.

All prices quoted are exclusive of VAT.

3. Extended Bookings/Non Payment

Should your meeting run over and you wish to extend your booking, you may notify the site team to request an extension. You must pay the additional cost at the end of your meeting, before you leave the premises. Additional payments must be paid using a debit or credit card. We do not accept cash or cheque.

We reserve the right to cancel any future bookings made by you if you have any outstanding payments on your account.

4. Agents

- i) Agents booking on behalf of a client must disclose the name of the company they are working with. The agent confirms he or she has the client's approval and holds the appropriate authority to make the booking on behalf of the client. Without the necessary approval and authority of their client, we will not be obliged to honour bookings made by agencies.
- ii) Agents booking on their own account must disclose the name of the company the booking corresponds to. Agencies must accept full legal responsibility for the total booking fee if the company declines to honour the booking.

5. Cancellations

If you cancel or fail to use the booking, you will be liable for 100% of the total booking fee. No refunds will be given for cancellation or failure to use the booking.

6. Meeting rooms and facilities

We hold the authority to transfer bookings to alternative rooms of similar price, size and quality in the event the original room is inaccessible.

You must not participate in any illegal activity or create nuisance that causes disruption to other customers in the building.

You must provide advanced warning of any unusual activities taking place within the rooms prior to booking. Failure to do so could result in access denied if the activity is deemed unsuitable for the space. We will not be liable to refund the cost.

7. Damage/Theft

You are responsible for any damage caused to the space or equipment during your booking. Any damage caused by you or your guests will be chargeable. Charges will be based on i) the cost of repair and ii) the subsequent loss of business suffered by us.

You are responsible for anything you leave unattended in the room. We do not take responsibility for any items lost or stolen during your booking.

8. Externally Purchased Food

Food purchased externally may be brought onto the premises for consumption. You are responsible for discarding waste brought in to the room from external food purchases.