Room Booking Terms and Conditions

Terms and conditions of hire

TERMS

1 Payment

- Customers without a credit account must make payment in full prior to their booking/event taking place
- We accept payment by cash, cheque, credit/debit Card or via BACS.
- Credit account holders are required to make [payment upon receipt of their invoice.

2 Invoicing

- Solo bookings - credit account holders - invoice raised weekly
- Multiple bookings - credit account holders - invoice raised monthly unless agreed otherwise

3 Credit Account terms

- Where a credit account has been approved, Meeting Point Trust Ltd will confirm the same with the account holder.
- Credit accounts will be revoked where there has been a failure to comply with any terms or conditions

4 Cancellations

- All booking cancellations must be made in writing - via email to reception@meetingpointhouse.co.uk
- Cancellations made within seven days of the date of the room hire will be charged in full
- Where possible, a single date move will be permitted within 3-months of the original date. If the new date spans a new year an increase in rate may be applied. Date moves are subject to full payment of the original invoice.

5 Amendments by either party

- If, for any reason, details of a confirmed booking need to be amended or rescheduled, whilst every effort will be made to accommodate change in date or room, we cannot guarantee that Meeting Point House will be able to accommodate

6 Provisional bookings

- If provisional bookings are not confirmed by the prospective hirer, the booking will be cancelled automatically 14 days after the provisional booking is made

7 Booking confirmations

- All bookings will be confirmed in writing via email upon receipt of a completed booking form.
- All booking confirmations are subject to the receipt/holding of a current Customer Registration form

8 Room hire rates

- Room hire rates are available on request or by visiting www.meetingpointhouse.co.uk
- Room hire rates are subject to VAT at the prevailing rate on the day of the room hire
- Room hire rates are subject to change at any time without notice
- Room hire rates are subject to an annual increase on the 1st January

CONDITIONS:

THE HIRER SHALL:

- Make payment in accordance with their credit status as determined by the payment terms.
- Provide / have provided a Customer Registration form.
- Be responsible for making arrangements to insure against any third party claims against his/her organisation whilst using the premises.
- Report any accident or damage to property however caused.
- Comply with current legal requirements in respect of young people and vulnerable adults.
- Ensure that all delegates 'sign-in' for fire safety purposes.
- Ensure all delegates are informed about the Fire Safety arrangements and Fire Emergency Evacuation procedure as per the notices available in each room.
- Ensure that any fire-fighting equipment on the premises is not removed or tampered with.
- Ensure that emergency exits from the premises are not blocked or allowed to be blocked during the hire period.
- State the maximum numbers and layout of each room at the time of booking.
- Comply with Health and Safety requirements, including provision for people with disabilities and emergency evacuation. Including the completion of a Personal Emergency Evacuation Plan (PEEP), where required.
- Shall be responsible for the supervision and behaviour of all persons in their group during the hire period.
- Remove all their property at the end of the hire period unless a specific arrangement is in place.
- Only use mains electrical equipment provided unless agreed otherwise in advance. Equipment brought in must be covered by a current PAT (portable appliance testing) certificate.
- Adhere to all safety procedures as relevant at the time of use.
- Have up to date and relevant Public Liability Insurance if required.
- Only used rooms that they have booked and that have been confirmed as such by Meeting Point Trust Ltd.

THE HIRER SHALL NOT:

- Allow the premises to be used for any unlawful or unsuitable purpose, or for any activity that invalidates MPTL's insurance policies
- Allow any object to be driven, fixed or stuck into or onto any part of the premises
- Allow smoking or vaping in the building or surrounding area
- Allow the consumption of alcohol on the premises without prior written consent
- Cause nuisance or inconvenience to staff or other users of the premises

FOOD AND DRINK POLICY:

- Meeting Point House operates an onsite café and full refreshment service, we ask that all food and drink consumed on the premises is purchased through our café or ordered via our in-house catering service. We recognise that delegates may occasionally bring small personal items such as bottled drinks or snacks; however, brining packed lunches or external catering onto the premises, or purchasing food off-site for consumption within the building, is not permitted. The hirer is responsible for ensuring that the tutor, and all delegates are aware of and comply with this policy

Meeting Point Trust Limited shall not be responsible for any loss or damage to any property (including delegates' vehicles), nor for any loss, damage or injury which may be incurred by, or be done to or happen to any person or persons that arises during the hire period because of the hiring organisation's activities or negligence.

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