

# Terms and conditions of Room Hire



## **Payment**

Full payment of office/meeting room hire is payable prior to date of occupation.

## **Cancellation policy**

Cancellations must be made no later than 72 hours prior to occupation. Any cancellations within 72-hour period will still be charged and non-refundable.

## **Wi-Fi**

Access to Wi-Fi is subject to supply from third party and Your Local PA cannot be held responsible if suppliers service is interrupted or goes down.

## **Refreshments**

Tea, coffee and water are provided with all hourly/daily room bookings. We also have local caterers who we use that can provide a buffet to your requirements and invoice you accordingly or alternatively you can arrange for your own caterers. No food preparation can be carried out on site.

## **Health and Safety**

All meetings must be hosted by the hirer. They must provide any health and safety or emergency evacuation advice to all attendees. (Further information is available in all the meeting rooms on fire procedures etc).

All office hirers will be provided with health and safety instructions and Wi-Fi passwords etc upon arrival/or by email prior.

## **Meeting Attendees**

Responsibility of any attendees of meetings held at the Mill Business Centre lie with the company/individual making the booking. This includes but is not exclusive to behaviour and conduct, access to and from the building, accounting for all delegates in the case of an emergency.

## **Smoking**

No smoking or vaping is permitted in the building or directly outside the property. An allocated smoking area is positioned in the front of the Mill Building adjacent to the entrance where the bench is situated.

## **Breakages**

Any damage caused to property or equipment during course of hire will be invoiced to the hirer for repair/replacement.

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## **Parking**

Vehicles parked in the communal parking areas of The Sir Robert Peel Mill do so at their own risk and Your Local Pa can accept no responsibility for any loss or damage caused.

Details on where to park within the estate will be provided by Your Local Pa upon request. Please be mindful of other vehicles when parking and ensure no entrances are blocked and No Parking is allowed in any spaces allocated to other businesses within the estate.

## **At end of meeting**

The rooms are to be left in a clear and orderly state.

**Your Local PA is not liable for any loss of items, damages or personal injury**