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Terms and Conditions of Room Hire

1. Confirmation of booking is subject to room availability and a signed booking form.
2. Customers will not be charged for cancelling a room hire if more than 10 days' notice is given. Please note, if less than 10 days' notice is given, 75% of the fee will be charged. If less than two days' notice is given, 100% of the fee will be charged, plus catering costs if previously arranged..
4. Alcoholic spirits are not permitted.
5. Smoking is not permitted inside the building; if visitors wish to smoke then please may they smoke outside of the gate.
6. Confetti, glitter or any other similar material cannot be used in or around the building. Permission must be sought if the hirer wishes to decorate the venue.
7. Exposed flames are not permitted anywhere in the building
8. Any working papers, posters etc. may only be attached in a manner that will not cause damage to the walls.
9. SOE cannot accept liability for the loss or damage to goods or equipment owned or hired by the hirer or their guests, or for any such items left behind by the hirer, and may dispose of such items as and when it deems fit.
10. The hirer is responsible for all breakages to equipment, furniture and fixtures and any SOE property that may be removed from the venue.
11. Prior to the event the hirer/user must note what equipment they need to bring e.g.laptop, there are screens available in all of the meeting rooms.
12. Organisers may book a room all day (9am to 4pm) or half a day 9am to 1pm or 1pm to 4pm) if booking time for half a day slot is greater than 4 hours, you may be subject to be charged extra.
13. We ask that you vacate the rooms by 4:30 the very latest, unless previously agreed.
14. The hirer must vacate no later than the time booked for. If the hirer does not vacate the premises by the designated time an invoice will be issued. For every additional 15 minutes **£10.00** will be charged.
15. When leaving the premises the hirer must ensure that all doors and windows are shut and all guests have vacated the building.



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16. Hirers are required to submit a delegate list if greater than 10 for health and safety reasons.
17. SOE is happy to arrange a buffet lunch, final numbers are required 3 days prior of booking.
18. Room set up/style must be agreed 3 days prior to the room hire including equipment hire.
19. The room hirer may leave equipment the day before or up to a day after the meeting, but it would be at your own risk. No equipment should be left more than 24 hours after a booking.

I confirm I have read and agree to the Terms and Conditions outlined above.

Signed _____ Date _____