

Meeting Space Terms and Conditions

1. Booking Availability

Meeting spaces may be booked online for standard business hours only: Monday to Friday, 9:00am to 5:00pm. Bookings required outside of these hours, including evenings, weekends and public holidays, must be arranged directly with our office and are subject to availability and approval.

2. Booking Confirmation

All bookings are subject to availability and are only confirmed once accepted through the online booking system or confirmed directly by our office.

3. Use of the Meeting Space

The booking holder is responsible for ensuring attendees use the facilities respectfully, comply with health and safety requirements, and leave the space in a clean and tidy condition.

4. Booking Amendments

Requests to amend booking dates, times, attendee numbers or room requirements should be submitted as early as possible and are subject to availability.

5. Cancellation Policy

No cancellation charge will apply where written notice is received at least two (2) working days before the scheduled booking date. A charge equal to 50% of the total booking value will apply to cancellations received with less than two (2) working days notice. Failure to attend a confirmed booking without prior notification will incur a 50% cancellation charge.

6. Catering Services

Catering services may be available through an approved third-party provider. Catering requests cannot be made through the online booking system and must be arranged directly through our office. Catering orders are subject to the provider's terms and conditions.

7. Parking and Access

Parking is available on-site for meeting space users; however, priority is given to our tenant base and spaces cannot be guaranteed. Where on-site parking is unavailable, ample free on-street parking is available nearby, subject to any local restrictions. Visitors are responsible for complying with parking regulations.

8. Charges and Payments

All room hire charges and agreed services must be paid in accordance with agreed payment terms. Future bookings may be declined where outstanding balances remain unpaid.

9. Equipment and Facilities

Equipment must be used appropriately and for its intended purpose. The business shall not be liable for interruptions caused by equipment failure, utility outages or circumstances beyond its control.

10. Damage and Liability

The booking holder shall be liable for any loss, damage or excessive cleaning costs arising from the actions of attendees during the booking period.

11. Right to Refuse or Cancel Bookings

The business reserves the right to refuse, cancel or terminate a booking where operational, safety or unforeseen circumstances make the meeting space unavailable or where these terms are breached.

12. Acceptance of Terms and Conditions

By making a booking, the booking holder confirms that they have read, understood and agreed to these Terms and Conditions.