

Terms and Conditions Meeting Rooms at The Living Well

These are our terms and conditions that apply to the use of any meeting rooms and any associated services which we agree to provide to you.

Meeting Room Bookings

1. Provisional Bookings

A provisional booking does not constitute a legal agreement between the parties. After a defined period, provisional bookings are automatically released to free space for confirmed bookings, all days quoted are working days.

1. Confirmed Bookings

A confirmed booking constitutes a legal agreement between the parties. A confirmed booking comprises the terms set out in the booking form and these terms and conditions (“your agreement”). A form setting out your provision booking will be sent to you by email and, on receipt of your acceptance of the booking details and these terms and conditions, the booking will be deemed confirmed.

1. Delegate Confirmed numbers.

The number of delegates stated at the time the reservation is confirmed will determine:

The room size allocated.

The cancellation charge in the event of cancellation

No reduction will be available should attendees fail to show up for the meeting.

The following cancellation policy applies, unless otherwise agreed in writing by us.

Cancellation Policy

Cancelled Up to 24 Hours 100% of quoted price.

Cancelled 24-48 Hours 75% of quoted price.

Cancelled 48-72 Hours 50% of quoted price.

1. Payments

Fee and Payment Terms

 All prices quoted are exclusive of VAT.

For pre-approved credit accounts payment is due as per standard contract. In the event of a breach of these terms, credit facilities will be revoked.

For any non-pre-approved credit accounts, a credit card must be provided against which any meeting room hire, and services will be charged to.

1. Vacating the meeting room

The meeting room hire period includes all setup and clearing of the room in readiness for the next meeting. In cases where it may take a longer time to clear or clean the room, you are required to take this into consideration and make suitable preparations to avoid inconveniencing the next user.

1. Confidentiality

The terms of your agreement are confidential, neither of us may disclose them without the others consent unless required to do so by an officer of the law or an official authority. This obligation continues after your agreement ends.

1. Liability

Our liability

We are not liable for any loss resulting from our failure to provide any services unless we do so deliberately or are negligent. We are also not liable for any failure until you have told us about it and given us a reasonable time to put it right.

We will not in any circumstances have any liability for loss of business, loss of profits, loss of anticipated savings, loss of or damage to date, third party claims or consequential loss whatsoever.

Equipment liability

The client accepts responsibility for their equipment whilst on the premises. The client is always liable for the loss or damage to any of our furnishing, décor, and equipment.