

**CAVS Bookings Terms and Conditions**

**Room Bookings and confirmation**

Meeting/training room reservations can be made by email (meetingrooms@cavsorg.uk) or by Telephone (01268 214000) and a provisional booking will be noted.

Confirmation will not be undertaken, until the booking form and purchase order if appropriate, is completed and returned to meetingrooms@cavsorg.uk. Bookings will be provisionally held for a maximum of 10 working days, and may be released without notice.

**Booking Room Options**

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| --- | --- | --- | --- |
|  | Per Hour (Minimum of two hours rental per booking) | Full day rate(between 9-5) | After 5pm per hour  |
| Training/Board Room 09.00 -13.00 or 13.00 -17.00  | £110 sessional fee(£25 per hour thereafter) | £190.00 | N/A |
| Training/Board Room (After 5pm) | N/A | N/A | £90 (minimum three hours) |

**Training/Board Room**:

Option 1 Boardroom style 1, Seats up to 14 people

Option 2 Class Room Style seats up to 16 people

Option 3 Theatre Style up to 20 people

**Meeting Room fees include:-**

* Tea and coffee making facilities.
* Jugs of water/water cooler
* Free Wi Fi
* Use of Flip Chart

**Photocopying facilities are available at the following cost:**

* 10p per A4 B & W (20p double sided)
* 20p per A4 colour (40p double sided)
* 25p per A3 B & W (40p double sided)
* 30p per A3 Colour (50p double sided)

**Additional costs: upon request.**

* Bottled water and/or squash.
* Sandwiches and luncheon refreshments
* Pens/note pads
* Laptop/surface pro for protection to screen.

**Payments/Cancellation terms**

Room Bookings – CAVS Finance department will invoice the client upon receipt of booking form and payment is requested according to our terms noted on the invoice and payment is non-refundable.

It is a condition of booking that payment for room hire is required before occupancy/activity in our meeting/training rooms. In the event that a meeting room is required at short notice, payment can be made over the telephone by credit card to accommodate this requirement.

CAVS will take any reasonable steps to fulfil the meeting room requirements in accordance with the details provided from the customer. However, CAVS reserves the right to provide alternative service of a least an equivalent and at no additional cost(s) to the customer.

Not with standing anything contained in these terms, CAVS will not be liable for any failure to perform its obligation to the customer in whole or part as a result of the following circumstances:

* Strikes and other industrial actions/disputes
* Fire and/or floods at or near the premises.
* Misconduct or negligence of a customer, delegate or external third party.
* Acts of god

**Health and Safety**

The client must ensure that the meeting room is safe for the purpose of which it is intended to be used, shall be responsible for all activities undertaken and will give reasonable considerations to other users of CAVS.

Fire and safety regulations are to be observed and the customer should make themselves aware of the location of the fire exits and fire appliances. Access to all doors must be kept clear at all times. There are adequate number of fire wardens and in the event of a fire, the customer will liaise with them to ensure all delegates are accounted for, and the correct steps taken to evacuate the building as stipulated in the fire procedures.

Please note that the meeting rooms are upper level and do not have access to a lift.

**Damage**

The customer shall be responsible for any damage caused to the company’s property or any part of it (including without limitation furnishings or equipment) as a result of any act or neglect of the customer. The customer shall pay the company on demand the amount required to make good or remedy any such damage.

No items are to be affixed to the walls, floors or ceilings of any part of the company’s property without company’s prior written consent.

CAVS are unable to accept responsibility for any loss or damage to personal property.

**Other**

Car parking is readily available and free provided vehicle registration is recorded in the recording panel accessible to all on arrival in our office.

We do not hold a licence for either supply or consumptions of alcoholic beverages on the premises.