



TERMS & CONDITIONS OF ROOM HIRE WITH MORESPACE STORAGE LTD

1. LICENCE

Use of the facilities within the premises is at all times on licence from Morespace Storage Ltd ("the Company") which licence may be withdrawn by the Company at its discretion without prior notice in the event that in its opinion any individual or company ("the Client") using the facilities is either in breach of these terms or any other regulations relating to its use which the Company may from time to time prescribe.

2. PAYMENT

- 2.1 The Company requires a 25% non-refundable deposit in order to confirm the booking.
- 2.2 The use of facilities will be invoiced upon booking and must be received in full at least 7 days prior to the date of the booking.
- 2.3 In the event of cancellation of the facilities the following fees will be paid:
 - 2.3.1 Up to 4 weeks prior to the reserved date – 25% of the fee payable.
 - 2.3.2 Between 4 and 1 week prior to the reserved date – 50% of the fee payable.
 - 2.3.3 Less than 1 week – 100% of the fee payable.
- 2.4 Except where otherwise stated VAT will be charged on all fees.
- 2.5 Notification of cancellation must be made in writing and will be effective on the date this notification is received by the Company.
- 2.6 Any postponement of confirmed business will be considered as a cancellation.

3. INSURANCE AND LIABILITY

- 3.1 Whilst every reasonable care is taken by the Company to ensure the safety of those using its facilities, we expect users of our facilities to take responsibility for their own safety. We therefore strongly recommend that you carry appropriate insurance against personal injury, accident or loss.
- 3.2 The Client will be liable for any loss or damage to Company property including walls, light fittings and equipment (including items hired for their use), for injury to any person including the Company's staff (including temporary staff) and shall indemnify the Company against any loss or liability arising from the booking.
- 3.2 The Company will not be liable for any accident, injury or loss which occurs on its premises except as a result of the direct negligence of any member of staff where the event in question is wholly supervised by its employees.
- 3.3 No responsibility can be accepted whatsoever of any nature howsoever arising where the event is not under the full control of the Company.
- 3.4 The Client is responsible for any equipment brought onto the premises including but not limited to computer equipment, teaching aids and personal possessions all of which are at its risk and for which it will be solely responsible. The Client is required to obtain in advance appropriate liability insurance for such items including delegates own possessions (at least £2million is recommended) and will have no claim against any policy of insurance maintained by the Company in any circumstances.

4. CLIENTS USE OF FACILITIES

- 4.1 The Company would ask that in using the facilities the Client or persons attending the booking do not cause any disturbance or nuisance to others. Any rowdy or unacceptable behaviour may result in the termination of your licence to use the premises without refund of any monies paid. The Client is responsible for the behaviour of those attending courses on the premises.
- 4.2 The client will ensure all persons attending the booking, leave promptly at the appropriate time and comply with any reasonable requests from the Company's staff.
- 4.2 The client will ensure all persons attending the booking, leave promptly at the appropriate time and comply with any reasonable requests from the Company's staff.
- 4.3 No responsibility can be taken for any loss sustained (including theft) of any personal possessions whilst on the premises and every care should be taken to safeguard these at all times. It is recommended that no valuables are brought onto the premises.
- 4.4 The Client will not erect any external signage at the Company's premises unless expressly permitted by the Company in writing.

5. HEALTH & SAFETY

- 5.1 Emergency Exits are clearly marked and fire instructions are displayed next to the room hire entrance. Organisers must ensure that those attending are made aware of these instructions and that these instructions are followed and that in particular no exit ways or other areas are obstructed which may prevent the safe exit of visitors in the event of fire.
- 5.2 The Client and persons attending the booking shall not bring any dangerous or hazardous items onto the premises and will remove any items promptly when requested to do so by the Company or any other authorised personnel.

6. CANCELLATION BY THE COMPANY

- 6.1 The Company will not be liable for any loss (other than the return of the booking fee if appropriate) where the same arises either as a result of the fault of the customer or for any reason where facilities cannot be made available whether through storm, tempest, interruption of power supply or otherwise whatsoever and we would strongly recommend that insurance is taken out by organisers to cover the cost of any loss of income arising from such an event.
- 6.2 The Company may cancel the booking if:
 - 6.2.1 The client becomes insolvent or enters into liquidation or receivership.
 - 6.2.2 To avoid a breach of these conditions.
 - 6.2.3 If the Company has not received payment less than 7 days, prior to the date of the booking.

7. GENERAL

- 7.1. The Company will take all reasonable steps to fulfil the reservation to the best of its ability and in accordance with the details provided. However, it reserves the right to provide alternative services of at least equivalent standard at no additional cost to the Client.
- 7.2. Notwithstanding anything contained in these Terms, the Company will not be liable for any failure to perform its obligations to the Client in whole or part as a result of any of the following circumstances:
 - 7.2.1. Strike
 - 7.2.2. Other industrial action(s)
 - 7.2.3. Fire at or near the Company
 - 7.2.4. Flood at or near the Company
 - 7.2.5. Civil unrest, dispute or commotion
 - 7.2.6. Act of God
 - 7.2.7. Legal action against the company, not resulting from its negligence preventing the supply of services
- 7.3. No variation of these conditions shall be effective unless in writing and the Contract signed on behalf of the Company and the Client.
- 7.4. The Client may be subject to a credit reference check. The Company reserves the right to withdraw the booking if such checks are deemed to show the Client would be unable to pay the full value of the booking.