

## TERMS AND CONDITIONS

### BOOKING PROCEDURE

To confirm a booking of 60 or more people we require a deposit of £200, which is non-refundable in case of cancellation. We also require a valid credit or debit card. Your credit or debit card is used as guarantee of your booking and will only be charged in the case of damages caused. Payment can be made by card, cheques, cash or bank transfer. Payment is required within 14 days of invoicing.

### DAMAGES AND LOSS

Your credit or debit card will be held as guarantee in the case of any damages to the meeting room. The Chambers cannot be held responsible for the loss of or the damage to personal belongings; clients should therefore organize their own insurance against such cases. 30 Park Place is strictly a non-smoking building. Smoking indoors will incur a charge of £100+VAT. Smoking is permitted in our courtyard.

### CANCELLATION

We require 7 days' notice or the deposit will be charged. If you have ordered food and we are unable to cancel within the 7 days' notice the order this will also be chargeable.

### EXTRA SERVICES

The cost of extra services such as breakfast / lunch will be added to your invoice and payment is required within 14 days of invoicing. Prices are available on request and are dependent on clients' requirements.

### RATES

Prices exclude VAT and are subject to change at any time. Rates are available on a daily, half daily and hourly basis, or charged per delegate. Prices include WiFi connection, still and sparkling water and use of 70 inch plasma screen and laptop.

### PARKING

Parking is located only in the basement car park. We do not offer parking to delegates however if available the organizer may park at an extra fee. Vehicles and belongings are left at the owner's risk and The Chambers cannot accept any responsibility for loss or damage. Parking is available at a charge per day per car and is available for booking 1 day prior to arrival, subject to availability.