



**Cumbria Tourism**

## Terms and conditions of Cumbria Tourism meeting room hire.

- By making a booking, you agree to the following Terms & Conditions and Cancellation Policy:
- Room Hire should be booked in advance and is strictly subject to availability.
- Cumbria Tourism reserve the right, at their absolute discretion, to refuse any booking for the use of the facilities or to cancel a booking without explanation.
- Full day room hire times are between the hours of 9am – 4:30pm, access is only available between these times.
- Half day room hire times are between 9am – 12:30pm and 1pm – 4:30pm, access is only available between these times.
- Room hire is classed as the Conference Room and kitchen only, access to other areas in the building is not permitted.
- Payment is collected in full at time of booking.
- Charge for full day hire is £144 or half day is £72, and VAT is included in the charge.
- A non-refundable deposit of £72 for full day or £36 for half day hire is included in the charge.
- Notice for cancellations should be given at least 7 days prior to the booked date, otherwise you will forfeit 100% of the charge. Bookings that do not show will also be charged 100% of the fee. Bookings cancelled with more than 7 days' notice will be refunded the full charge, less the deposit amount.
- Please report any damage to the facility or failure of equipment.
- A first-aid kit is located at Reception. Fire extinguishers are marked and located at in common areas close to the fire exits. You are responsible for your own health, safety and wellbeing during your time at Cumbria Tourism. Fire and general evacuation instructions can be found on the interior door of the Conference Room and are available at Reception, please read these and take note of the instructions in and around the building.
- Any equipment left in Cumbria Tourism is left entirely at your own risk.
- There is on-site and street parking at Cumbria Tourism, available on a first-come, first-served basis. There is one disabled parking space at the front of the building.