

TERMS & CONDITIONS OF TRAINING ROOM HIRE – INNOVATION HUB

Booking & Payment of Account

All training room bookings at PEC Innovation Hub are subject to initial payment of 50% of total amount due.

Once this payment and a signed copy of these terms and conditions is received by us, booking confirmation and invoice will be sent electronically, addressed to the party in whose name the booking is made.

Bookings are deemed to be provisional until the aforementioned terms have been met.

Initial payment (50%) due at booking can be made by credit/debit card over the phone or in person at PEC main reception.

Outstanding balance, and any additional costs incurred are to be paid on the day of event, preferably by credit/debit card.

We can also accept SEPA transfer as means of payment of outstanding balance, but this must be arranged and paid prior to commencement of your event.

Responsibility for payment shall be assumed by the party in whose name the booking is made.

Hours of Use

The Innovation Hub at PEC's business hours are from 09.00 to 17.30 Monday to Friday and all meetings must be conducted during these times, unless agreed by prior arrangement.

The Training room must be vacated by 17.30, otherwise additional charges will be incurred (See Rates & Charges)

Rates & Charges

Additional meeting time required, in excess of booking, shall be charged at the applicable hourly rate during business hours.

After hours charge payable @ 1.33 times the applicable hourly rate for all bookings made outside of business hours.

Our Half day booking rate applies to either of the 4-hour periods between 09.00 - 13.00, and 13.30 - 17.30.

Any additional costs incurred are to be paid on the day.

VAT @ 23% is charged on all room hire bookings.

Changes

Any changes to the original booking made between PEC and any third party shall be made in writing, and must be finalised no later than 48 hours in advance of event.

Cancellations

Bookings can be cancelled up to 48 hours in advance of event. If cancelled less than 48 hours before the event, the 50% deposit paid at time of booking shall be retained by PEC.

Catering

Complimentary Tea & Coffee is provided with your booking, upon request.

Food can be arranged for a supplementary charge, provided that all requirements are finalised in writing at least two days before the event. As this service is outsourced to a local business, all food must be paid for in advance.

Liability

All visitors to PEC shall be responsible for their own property and PEC shall not be liable for any loss or damage thereto.

The Hirer will be liable for any losses or damage to furniture, fittings, fixtures and equipment that may arise during the hire period. Additionally the Hirer assumes liability for additional charges if the room is left in an unusable condition, and/or the hirer exceeds the room vacation time of 17:30.

Please note a signed copy of these terms and conditions are required by PEC prior to your booking.

A copy scanned and emailed to us is acceptable.

Please complete below:

Company name of Booking:

Company Representative Name (printed):

Signature of Company Representative:

Date of Signature: