

TERMS AND CONDITIONS

By accepting this quote, you, the client, are agreeing to the following terms and conditions:

Definitions

- A. "Business hours" are between 9am and 5pm.
- B. "Business days" are all weekdays (Monday to Friday) with the exception of public bank holidays in England.
- C. "The client" refers to the individual, and the company that the individual represents if relevant, who has made the booking for a meeting room at a Techspace location.
- D. "Visitors" refers to all individuals that will use the meeting room that is booked at Techspace.
- E. "Meeting" refers to the booking that is made for the meeting room at Techspace. It refers to the specific room that is booked and the specific time it is booked for.

Payment for the meeting room

- F. The client will be invoiced for the amount detailed on the quote.
- G. If the meeting is booked more than 2 business days before the meeting start time, the client must pay for the booking at least 2 business days before the meeting start time. Failure to do so will result in the cancellation of the booking.
- H. If the meeting is booked less than 2 business days before the meeting start time, the client will need to pay by card at the meeting room venue before the start of the meeting. Failure to pay before the start of the meeting will result in the cancellation of the booking.

Usage of room

- I. The meeting room can only be used for the purposes agreed and the hours agreed. The client is responsible for vacating all staff and guests from the premises by the time the booking ends.
- J. Booked hours must incorporate setup of meeting room equipment and early access to set up will not be allowed except when agreed prior to signing of the license. Techspace will apply an overstay surcharge in line with our pricing structure for meetings that overrun the agreed time limit.
- K. The meeting room will be set-up as explained in the room description. Any changes required to the layout must be agreed prior to the booking and may incur additional charge.

Visitors

- L. If the meeting is booked more than 2 business days before the meeting start time, the client must provide a list of the names of all visitors at least 2 business days prior to the meeting.
- M. If the meeting is booked less than 2 business days before the meeting start time, a list of the names of all visitors must be provided within 2 business hours of the booking being made.
- N. All visitors must sign in at reception before being provided access to the meeting rooms for their own health and safety. Techspace will not use the visitor data for anything except ensuring the safety of visitors, unless authorised to do so by the client or the visitor.

Damages

- O. As hosts of the meeting room, the client must be responsible and liable and indemnify Techspace in respect of any damage, theft and loss caused to the meeting room and its contents by the client, its employees, its guests or by any other person on the premises by reason of the purposes of the meeting room however and by whomsoever caused. Client responsibility does not extend to employees of Techspace. To this end, it is recommended that the client hold their own liability insurance.
- P. The client also indemnifies Techspace for all damage, injury or loss to or occurring at the venue, for any claims relating to the meeting room, all sums payable by law and anything not recoverable under insurance.

Cancellation policy

- Q. If the meeting is cancelled less than 2 business days before the meeting start time, a 100% charge of the booking will be applied for the cancellation.
- R. If the meeting is cancelled more than 2 business days before the meeting start time, a 50% charge of the booking will be applied for the cancellation.