**Forge & Co Meeting Room Terms and Conditions:**

**CONFIRMATION OF BOOKING**

All bookings are provisional until Forge & Co has received a completed booking form and valid credit/debit card details. The relevant deposit amount will be taken as a prepayment from the card details when the completed booking form is received.

A provisional booking will be held for 2 days without confirmation, after that time it may be cancelled. Please return this confirmation to us within 2 days of receipt.

Full and final settlement of the bill is required upon arrival.

Debit & credit cards are accepted (excl. Amex). We do not accept cheques as a method of payment.

**FINAL NUMBERS**

Forge & Co requires confirmed numbers for any pre-ordered food, 1 working day prior to the event. This number will be considered the minimum and will be charged for (unless this is lower than any minimum numbers originally agreed on booking).

**CANCELLATION**

Forge & Co reserves the right to retain the deposit if 2 working days’ notice is not given prior to cancelling the event.

Forge & Co reserves the right to retain the deposit and charge 100% of any pre-ordered food if 1 working days’ notice is not given prior to cancelling the event.

**CHANGE OF DATE**

Forge & Co reserves the right to retain the 50% deposit if 24 hours’ notice is not given for a requested change of date.

Change of date will only be accepted one time, and must have 24 hours’ notice, or the 50% deposit will be retained.

**ACCESS CARDS**

Forge & Co reserves the right to place a £10 charge for any unreturned access cards at the end of the meeting.

**SERVICE CHARGE**

A discretionary service charge of 12.5% will be added to the final food & drink bill.

**ACCOUNT FACILITIES**

We do not offer account facilities.