



Tim Parry Johnathan Ball
PEACE FOUNDATION

Room Hire Terms & Conditions

Thank you for contacting the Peace Centre for room or conference hire. If you have any questions regarding our terms and conditions, please call 01925 581234 or email events@peace-foundation.org.uk and we will be more than happy to discuss them with you.

General Conditions

- Provided the requested date is available, we will send a booking form to you via email.
- Once we have received your signed booking form stating your requirements, you will be provided with a quote via Xero. If you are happy with your quote, please accept and at this point your booking will be confirmed.
- So that we can plan your visit effectively, final numbers, dietary requirements and other amendments must be received no later than 7 days before your booking.

Payment

- No deposit is required.
- Please be sure to provide a Purchase Order number before the date of your event by emailing events@peace-foundation.org.uk
- An invoice will be issued within 7 days of your event.
- Regular/repeat bookings will be invoiced at the end of each calendar month.
- Payment is required within 14 days of receiving your invoice. All charges are subject to VAT.

Cancellations

- If you need to cancel your booking for any reason, please email events@peace-foundation.org.uk as soon as possible.
- Please note that the cancellation date will be the date that we receive written notice.

Conference hire

- We require 7 working days' notice for Conference hire cancellations. If within 7 days, full room hire and catering charges will apply.

Room Hire

We require 7 days' notice for Room hire when catering has been booked and 48 hours if not. If cancellation is received within these timescales full charges will apply.

Special Requests & Dietary Requirements

- We will endeavour to meet any special dietary requirements for your booking.
- A special dietary requirement form will be emailed to you along with your booking form. All dietary requirements must be specified and the name of the person provided.

- You must return your form at least 7 days prior to the event to avoid any problems.
- Please do not assume this information has been accepted until you receive confirmation from us via email.

Equipment

- We provide audio-visual equipment, projector and screen/TV for Conference and Meeting Room hire.
- We also provide HDMI & VGA cables along with a smaller number of adaptors. However, we ask that you bring any special leads your own laptop may require.
- A laptop can be supplied for an additional charge.

Car Park

- The Centre has 60 parking spaces, although we cannot guarantee that all of these will be available for your event.
- We cannot accept any responsibility for loss or damage to visitors' property in any capacity. This includes damage to vehicles in the car park.

Our Responsibility

- All groups will be met on arrival and given a (quick and painless) Health & Safety induction.
- For regular/repeat bookings, only on your first visit will you be required to have a Health & Safety induction.
- The Centre fully complies with all current H&S legislation and is monitored and audited within our own procedures.
- The Centre holds public liability insurance.
- The Centre is manned by our onsite security personnel outside of normal working hours. They will be able to assist with any queries you may have.
- We cannot accept any responsibility for loss or damage to visitors' property in any capacity.

Your Responsibility

- If you are using the Peace Centre for any sports or recreational activities, please provide a risk assessment for your booking. A risk assessment form can be provided on request. A copy of your Public Liability Insurance certificate is also required.



- The group leader/s for the group must always accept total responsibility for the supervision and behaviour of the group.

Smoking, Alcohol and Drugs Policy

- The Centre operates a strict no smoking, alcohol and drugs policy (including e-cigarettes). A designated smoking area is identified outside the Centre.
- Any persons found under the influence of drugs or alcohol will be subject to our exclusion policy.

Exclusion Policy

- We will suspend or permanently exclude anyone if their behaviour is incompatible with the general enjoyment or safety of other centre users.

If You Have A Complaint

- Our goal is to make sure your event is smooth sailing from beginning to end. If you are unhappy with any aspect of your visit, please do not hesitate to bring it to our attention and we will do our best to resolve the matter as quickly as possible.