

TERMS AND CONDITION OF ROOM HIRE

1. Rooms are booked for the times stated on the booking confirmation and cannot be accessed before or after those times, this includes to set up and clear down.
 2. Rooms must be vacated on or before the time stated on the booking confirmation. Additional time required for set up or clear down must be included in the booking. Failure to exit rooms by the end of the booking will incur a **£50 charge**.
 3. Rooms must be vacated in the same clean and tidy condition in which they are found. Please inform staff on arrival of any issues. Rooms left in an unacceptable condition will incur a **£50 charge**.
 4. Crockery, cutlery and catering are not provided. Outside catering may be arranged by you. Kettles and kitchens are available in some rooms at an additional cost, please ensure you book a room that meets the needs of your group.
 5. Storage space may be available on request but must be paid in advance, Storage starts from £30 pa. Any unauthorised storage will be removed.
 6. Post booking all food must be removed/disposed of.
 7. Electrical appliances/equipment brought in by you must have an up to date PAT label attached.
 8. Children included in any booking must be supervised at all times by a responsible adult.
 9. Toasters, Candles and naked flames are prohibited.
 10. The Fisherrow Trust accept no liability or responsibility for any injury, loss or damage to any persons or property arising within the building or grounds.
 11. The Fisherrow Trust reserve to swap booked rooms for a similar room if necessary for the running of the centre.
 12. Guest Wi-Fi in the centre is only intended for mobile phones connectivity and is not suitable for IT equipment. It is recommended that the hire uses a dongle or hotspot if IT equipment is required.
- Failure to comply with the policy may result in termination of the hire account.

Payments

Payment is made by card at the time of booking, unless an account has been pre-approved by senior management.

Cancellation Policy

Bookings can be cancelled for a full refund up to 8 days in advance, any cancellations after this will not be eligible for a refund.