



Terms & Conditions

We're delighted to welcome you to WDR. The following Terms & Conditions outline how we manage meeting room bookings, cancellations, and the use of our facilities. By booking a meeting room, you agree to comply with these terms to help ensure a smooth and enjoyable experience for all our guests.

1. Use of Rooms

- Rooms are available for the **booked times** only. Early access or extended use must be arranged in advance and may incur additional charges.
- You are responsible for ensuring the room and its contents are treated with care. **Any damages or losses will be chargeable.**
- **Hot food** is not permitted to be brought onto the premises. If hot food is consumed despite this policy, a *cleaning fee of £5 per person* will be applied.

2. Cancellations and Amendments

- Cancellations made between 6 and 10 working days prior to the start of the hire will receive a 50% refund.
- Cancellations made within 5 working days' notice or less prior to the start of the hire period are non-refundable.
- Please notify us of any changes (such as attendee numbers or catering requirements) at least **48 hours before** your booking commences.

3. Before Your Event

- Please provide a list of attendees at least two working days prior to your booking for registration and safety purposes.
- Please confirm arrival times for hosts and attendees ahead of your event.

4. Health & Safety

- All visitors must comply with our health, safety, and fire procedures while on site
- Smoking and vaping are strictly prohibited within the building. There is a smoking area outside the building.



5. Liability

- WDR accepts no responsibility for **loss or damage** to personal belongings or for any delay, cancellation or disruption caused by circumstances beyond our control
- The client is responsible for any **damage, loss, or excessive cleaning** resulting from their use of the facilities.

6. Data Protection

- Personal information collected during the booking process will be used solely for the purpose of managing your event, in accordance with WDR's **Privacy Policy**.

Acceptance

By completing and paying for your booking, you confirm that you have read, understood and agree to these Terms & Conditions.