



Room Hire @ Workspace

Purchase Order:			
Booking Reference:			
Company Name:			
Contact Name:			
Day/Dates Reqd	Start Time	End Time	No of Attendees
U-Shape	Theatre	Classroom	Boardroom

Hire Rates

Time	Rate	Tenant Rate
Per Hr	£15	£10
Half Day	£45	£35
Full Day	£80	£65
Multi Day	£65	£50

All prices exclude VAT @ 20%

Note: Half-day (Monday - Friday): 9am - 1pm / 1pm - 5pm N.B. Please note that bookings which do not fall within day/half-days or run over agreed times may be liable to a surcharge.

Final Charge

Hire	
VAT	
TOTAL	

THIS IS NOT A VAT INVOICE. YOUR INVOICE WILL BE SENT SEPERATELY



Additional Booking information

No Smoking/Vaping

Workspace House is a no smoking/vaping site. Please ensure you smoke/vape well away from the premises.

Queries or Problems

If you have any queries or problems, please ask a member of staff. We are always pleased to improve our services and will take your views fully into account.

Unloading

If you have items to unload, please do so via the shutter/loading bay. We have a range of equipment to support you if needed. Once you have unloaded your equipment please move your vehicle away from the loading bay area.

Cancellation

We reserve the right to cancel any booking due to poor behaviour on the part of any client, delegate or guest. In the unlikely event this happens, Peterborough Workspace Ltd will not be liable for the payment of any compensation to the hirer or any other person.



Terms & Conditions of Business

Prices

All prices quoted are subject to VAT at the standard rate. Prices are reviewed annually on the 1st April. All bookings after this date will be charged at the new rate.

Bookings

All provisional bookings must be confirmed by completion of a booking form within 14 days. If no booking form is received, we reserve the right to re-sell the requested day/time.

In the event of the occurrence outside of our control we reserve the right cancel the booking and will not be liable for any loss that may occur as a result

Surcharge

We reserve the right to charge a sum equal to 2 hours for bookings which do not fall within the day/half-day session times of 9am - 1pm / 1pm - 5pm (Monday - Friday).

Management also reserves the right to charge a sum equal to the hourly rate for the room in use where a meeting overruns the agreed time. The minimum surcharge will be equal to 1 hour irrespective.

Payment

All invoices are due for payment within 30 days of the invoice date.

Payment should be made via BACS using the following account and reference details:

Account Name: Peterborough Workspace Ltd

Sort code: 254-21-38

Account number: 28829360

Reference: use the reference given on pgl.

Cancellation by the client

Any cancellation must be in writing. This applies to all events that have been confirmed.

In the event of a cancellation the following scale of charges will apply:

Less than 48 hours before the event 100%

Less than 1 week before the event 50%

Less than 2 weeks before the event 15%

Changes/Cancellation by Workspace

We reserve the right to cancel any booking due to poor behaviour on the part of any client, delegate or guest. In the unlikely event this happens, Peterborough Workspace Ltd will not be liable for the payment of any compensation to the hirer or any other person.

The management reserves the right to re assign a booking to an alternative room.

Health and Safety

Peterborough Workspace Ltd has public liability insurance.

We do not accept responsibility for loss or damage to property or vehicles of any client, delegate or visitor to our premises.

The health and safety of all visitors is of paramount importance and as such we ask that all clients, delegates and guests comply with Health and Safety legislation and other licensing and appropriate statutory regulations.

Data Protection

We respect personal information with the care. Confidence and the use/treatment of personal information is vital to us to ensure we maintain trust between ourselves and those with whom we deal with. We make every effort to ensure that personal data is treated lawfully and correctly by any employee that has access to personal information. We fully endorse and adhere to the principles of data protection as detailed in the data protection act 1998. Any information supplied will not be passed on to third parties. We are registered with the ICO.