



Terms and Conditions - Hire of our Meeting Room

Booking

Please complete and return the booking form to reserve your room at Trident Business Centre (TBC). For non-tenants, hire fee is to be paid in full and cleared ahead of date required.

TBC reserves the right to cancel any such hiring if payment has not been received. TBC reserves the right to make additional charges for use of facilities or time not agreed in advance.

Normal timings: Mon – Fri 09.00 – 5:00pm

Meeting Room Hourly: £10.00 + VAT
 Day rate: £60.00 + VAT after which, hourly rate applies

***Security (standard out of hours fee)** £50.00 for entry/exit cover. This may vary depending on out of hours times required.

Please note there is no lift access out of hours. Parking is not available in TBC car park. There is off street parking on Bickersteth Rd and free parking is available after 11am at Church Lane or Rectory Lane, just off Amen Corner.

Cancellation

Non-cancellation: failure to cancel a booking will result in hirer being charged in full.

Cancellations up to 48 hours prior to the booking will result in no charges. Cancellation of bookings within 48 hours of the booking date will incur a fee of 50% of the quoted cost.

Indemnity or Damage

In the event of any damage be done to the premises or any of the furniture and equipment therein, whether by the hirer or his guests/delegates, the expense of making good will be the responsibility of the hirer.

The hirer agrees to accept full responsibility for and to indemnify Trident Business Centre against all claims made in respect of any accident, loss or damage to any property brought into the building by the hirer, the hirer's guests or any other person(s) invited by the hirer or not who attends the building in connection with the booking.

TBC takes no responsibility for the security or insurance of company/organisation/personal property left in charge of any person employed or authorised by TBC.

All property that has been brought into the premises by the hirer or any person on his behalf for the purpose of or in connection with the hiring must be removed immediately after the hire. It is the responsibility of the hirer to take out your own insurance, as TBC is responsible for Public Liability cover only.

Maintenance of Order

The hirer must accept responsibility for and agree to maintain good order during the time the hirer is occupying the building or any part thereto.

Fire regulations and First Aid

Please be aware of fire regulations/exit points from the premises and location of nearest fire extinguisher and first aid box.

Right of Entry

TBC reserves the right of entry into the hired building and a right to refuse admission or to remove any person from the building without stating a reason.

TBC reserves the right to cancel the hiring of the hired premises and any equipment without paying compensation and without incurring liability in respect of such cancellation.

There is no intention on the part of TBC or on the part of the hirer to create a tenancy of any sort by entering into this agreement

The building is defined as the address of the premises in which the hired premises are situated. The hired part of the building is defined as that part of the building hired under the terms of this agreement.