Terms and conditions for room hire

Contract:
Users of the room are reminded that signature of the room booking form creates a contract between them and Community Action Norfolk.

Booking:
A booking will be held as an enquiry only for 10 working days from the time of that enquiry.

Confirmation:
A booking will be confirmed only upon receiving the completed booking form.

Numbers:
The numbers booked as expected to attend is shown on the booking form and will be used as the minimum when calculating the final account. Any variation / final numbers must be agreed in writing no less than seven days prior to the event.

Pricing policy:
We reserve the right to amend the quoted prices without notice.

Cancelation:
Cancellation and Changes by Client
The client may alter the delegate numbers by up to 10% up to 7 working days before the event. Changes of more than 10% may incur additional charges. Delegate numbers charged will be those confirmed no later than 7 days before the event, or the minimum number agreed at the time of booking, or the actual number of delegates that attended the event, whichever is higher. In the case of cancellation, the client must notify Community Action Norfolk in writing as soon as possible. If the client cancels at least 4 weeks before the event, no cancellation fee will apply. If the client cancels less than 4 weeks but more than 3 weeks before the event, a 25% cancellation fee will apply. If the client cancels less than 3 weeks but more than 7 days before the event, a 50% cancellation fee will apply. If the client cancels less than 7 days before the event, full booking charges will apply.

Community Action Norfolk
Ambassador Way Greens Road
Dereham, Norfolk NR20 3TL

01362 698216
CommunityActionNorfolk.org.uk

Community Action Norfolk is not liable if, for reasons beyond its control, it must cancel the booking.

Liability:
Community Action Norfolk is not liable for personal effects or equipment of clients or guests. Clients will be held responsible for any damage and/or consequential loss caused by the actions or behaviour of guests attending the event.

Subletting:
The client will not sub-let the space to a third party.
Client Equipment:
The use of any electrical equipment or any other such equipment that may pose a health and safety risk must be approved by Community Action Norfolk prior to use. Such approval is not unreasonably withheld.
Health and Safety:
Clients are wholly responsible for ensuring that they and their guests full comply with all current health and safety regulations.

Noise:
Community Action Norfolk shall be the sole and final arbiter as to the accepted level of noise created by a function and reserve the right to terminate any function that fails to moderate the sound levels if requested.