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# Room Booking Policy – Terms and Conditions

## The Contract

Your contract will be with us, Ashton Community Development Limited (ACDL) (VAT reg 517 3156 59).

To ensure your event runs smoothly please ensure that all people responsible for the event are familiar with this policy.

## Availability

Our property based at 683 Antrim Road, Belfast BT15 4EG currently has two conference rooms for hire. The Lennon Room will hold 20 people and The Knox Room will hold 14 people, both boardroom style. The availability for these rooms is;

* Morning bookings begin at 9.00am and must vacate the room by 1.00pm.
* Afternoon bookings begin at 2.00pm and must vacate the room by 6.00pm.
* Hourly bookings available
* Evening and weekend bookings are also available, please contact us to enquire

## Confirmation by the client

All bookings must be confirmed by email. The confirmation email will be a binding contract between you and us, agreeing the terms of your arranged hire. Final set up, times, numbers, menus and special requirements must be confirmed at least seven days prior to the event.

## Deposits and payment

Upon confirmation of booking, a deposit of 50% of the rate must be paid.

The remaining balance must then be paid within 14 days of the event taking place. This also includes the balance for any catering and equipment supplied which was not included within the agreed rate of the room.

## Amendments or cancellation by the client

If you have to cancel, postpone or amend your confirmed booking please ensure you give at least one week's notice by email. If less than one week's notice is given for cancellation or postponement then the 50% deposit will not be returned to you. We may also include charges for which we are liable to third parties (caterers and equipment suppliers).

Should we need to make any amendments to your booking we reserve the right to offer you an alternative choice of facilities.

## Required information

We kindly ask you to supply us with all your requirements prior to the event so that we can ensure that we have the staff and resources to meet all your needs.

In order to book a room you will have to provide the following information:

* Contact details of the person responsible at the event
* Date and time of event
* Number of attendees
* Equipment requirements
* Catering requirements

**Equipment**

We can provide the following equipment to you (at an additional cost where indicated):

* Wi-Fi
* TV
* HDMI Input
* Flipchart
* Parking
* Tea/Coffee
* Administrative support
* Catering (additional cost)
* Printing facilities (additional cost)

You are liable at all times for the loss or damage to any of our equipment.

Prior to your event, trainers and facilitators are welcome to call to the premises to see the room layout or discuss any additional requirements.

It is best to agree room set up prior to the event to ensure that all your requirements are met and your room meets your expectations.

We suggest you arrive early to the event to ensure the room is just how you want it. Staff will be happy to help with any last minute adjustments.

## Your responsibilities

Please ensure that we are informed of any special requirements of delegates (for example relating to any disability which may affect their ability to evacuate the venue in an emergency) at the time you make your booking application. If this is not possible then please inform us as soon as possible.

All trainers or facilitators are asked to familiarize themselves with the Fire and Evacuation procedures which will be supplied on arrival. This should be addressed at the beginning of any conference and attendees should be informed of the procedure.

Emergency first aid can be administered by trained ACDL staff. Please contact reception to report a hazard, accident or if assistance is required.

In the interests of health and safety users are asked not to move furniture.

You must comply with and ensure that your delegates comply with all of our reasonable instructions relation to health, safety and security.

You must vacate the venue at the scheduled end of your conference and you must ensure the venue is left in a clean and tidy condition.

## Car parking

Car parking is available onsite however there is a limited number of parking spaces. Alternatively there are side streets a short distance to both the left, right and directly facing the building where you can park on the street. Please see these streets marked with a **X** on the below map.

