

Meeting Space Terms & Conditions

- Access & Times The Willow and Bulrushes rooms are available from 08:00 until 17:00 Monday to Friday. A Full Day booking is defined as any hire that exceed four hours. A Half Day booking is defined as any hire of four hours. Any booking in the Business Lounge starting from or after 17:00 is defined as an Evening booking.
- Customers arriving before their booked start time cannot be guaranteed immediate access to meeting rooms. Over running meeting rooms will be charged at the published hourly rates.
- Cancellation Any booking cancelled within 48 (working) hours or less of the hire date will be charged in full for the total booking value including room hire, equipment and any catering.
- Any booking of 15+ delegates cancelled within 5 working days or less will incur a 100% cancellation charge of the total booking value. Any bookings of less than 15 delegates will be charged for 100% of the room hire charge only.
- The Greenhouse Business Centre reserve the right to cancel meetings if the hirer fails to adhere to these conditions or if there are circumstances beyond our reasonable control.
- Catering All catering must be delivered by Café Verte. External caterers are not permitted.
- Damages All breakages, spillages or damage must be reported to Reception prior to leaving and the room must be left as it was found. Failure to do so may incur charges.
- Delegates Delegate numbers must be confirmed no later than 48 (working) hours before the meeting. This number then becomes the minimum amount chargeable. Increases in delegate numbers cannot be guaranteed without at least 48 (working) hours' notice. Every effort will be made to meet your precise requirements in all circumstances.
- Layouts Requests for different room layouts must be made at the time of booking. Rearrangement of furniture cannot be guaranteed on the day of hire without prior notice.
- No Show In the event a customer does not arrive during the first hour of the room booking and gives no prior notice of late arrival, we reserve the right to cancel the booking and re-sell the space.
- Parking Parking is provided on a first come first served basis. The Greenhouse Business Centre accepts no responsibility for damage to or loss of vehicles or their contents whilst on the premises.
- Payment All meeting room charges will be made by invoice in arrears. Payment is required by cheque or bank transfer within 14 days. We do not accept cash payments.
- Provisional Bookings A provisional booking will be held for 7 working days. If the booking is not confirmed within this time then it will be cancelled without prior notice.
- Safety All customers must observe all safety and fire procedures. The hirer is responsible for the safety, security and conduct of their guests on our premises.
- Security The Greenhouse Business Centre accepts no liability for unattended personal belongings or equipment.
- Smoking No smoking is permitted within The Greenhouse Business Centre. We have a dedicated smoking shelter located at the rear of the building.
- VAT All prices quoted are subject to VAT at the standard rate