

## Terms and Conditions of room hire at the Jan Cutting Healthy Living Centre

### No Smoking Policy

The Jan Cutting Healthy Living Centre operates a strictly 'no smoking' policy. This includes the areas to the front and rear of the building including the cafe patio. Please inform all participants of your event to avoid any embarrassment. Thank you for your co-operation in this matter.

### Room layout

Please complete & return the enclosed form with your contact details together with your preferred seating arrangements.

### Equipment

If you require any of the following equipment, please inform us in advance of your booking date.

- Flipchart stand (paper and pens not provided)
- T.V & Video
- DVD Player
- Screen
- Projector [Laptop not provided]

### Catering

#### Please note

- Hirers are not permitted to bring their own food & drink onto the premises between Monday - Friday.
- All catering requirements must be made via **Wolseley Community Catering Company: 01752 606195**
- Refreshments must be booked at least one week prior to booking date, on the above number.
- Light meals and refreshments can also be purchased from the Meet & Eat café based within the centre. Open Monday- Friday 9:15am-3:30pm.

### Parking

- There is limited parking only at the **Jan Cutting Healthy Living Centre, Scott Business Park**
- You are advised to car share and/or park off site wherever possible.
- Arrangements can be made to 'drop off' equipment etc. at reception
- If you require disabled parking information please contact reception

### Payment

Our payment conditions are as follows:

- Payment must be made in full at the time of booking.
- Or within 7 days of issue of invoice
- A charge of £20:00 + vat will be incurred if payment is not received by the agreed date.
- Please note further similar charges will be applied at each subsequent 14-day period thereafter.

### Cancellation Policy

The cancellation policy for our facilities is as follows:

- 7-14 days notice      No charge
- 4-7 days notice      50% of room charge
- 2-3 days notice      Full cost