

Cornerstone Arts Centre

Meeting Room Booking Form



Terms and Conditions

Booking and Payment

- The booking is only confirmed once approved by the hires team.
- The hirer must inform the hires team the intended use of the room.
- Payment is due on invoice after the booked event date.

Cancellation

- Room hires cancelled more than 7 days before the event will not be charged.
- Room hires cancelled within 7 days of the booking will be charged at 50% of the agreed rate.
- Room hires cancelled within 48 hours of the booking will be charged at 75% of the agreed rate.
- No shows without notice will be charged in full at the agreed rate.
- The venue may cancel due to unforeseeable circumstances, at which there will be no charge to the hirer.

Catering

- Catering must be ordered, and numbers confirmed 7 days prior to the booking. Any cancellations after this time will still be invoiced.
- Hirers must not bring their own food and drinks unless previously agreed with the hires team.

Equipment

- Hirers must inform the hires team in advance if AV or any other equipment is needed for the hire.

Public Liability

- For events where hirers will be holding workshops or classes for the public, they must provide a copy of their public liability insurance to the hires team.