



Room Hire Terms and Conditions

1. All prices DO NOT include VAT unless otherwise stated
2. Room hire is only secured upon receipt of a completed booking form, together with a deposit for 50% of the room hire charge. (Unless the organisation is an account customer).
3. For any catering (excluding tea/coffee) a non-refundable deposit of 15% is required.
4. At the companies discretion the following cancellation charges will apply:
 - One week or less before the date – 100% of the room hire charge and food cost.
 - One to two weeks before the date – 50% of the room hire charge and food cost.
 - Two to four weeks before the date – 25% of room hire charge only
 - All cancellations must be received in writing – email accepted.
5. Payment for the remainder of the room hire, and any fees due in respect of catering or equipment hire will be due within 15 days of receipt of the invoice. Kent Enterprise Trust reserves the right to cancel a booking without prior notice if a customer is in arrears from a previous booking.
6. Kent Enterprise Trust reserves the right to alter or amend prices or other details shown on the website or other literature. Customers will be invoiced for the rates applicable at the time their booking is confirmed.
7. The customer is responsible for their own equipment brought onto the premises, and for any damage caused to Kent Enterprise Trust's property. Said equipment needs to be PAT tested at the responsibility of the customer.
8. Kent Enterprise Trust will not accept liability for loss or damage to any property belonging to the customer or by its delegates. The customer shall be liable and indemnify Kent Enterprise Trust against any claims against it or whatever nature including, but not restricted to, claims in respect of death, injury, loss or damage where any such claim arises by the actions, omissions or neglects by the customer.
9. Kent Enterprise Trust will not accept liability for any event or injury incurred when travelling to or from this venue.
10. The customer must have their own public liability insurance. If they do not, they must inform the Kent Enterprise Trust, and their booking may be refused.
11. In the unlikely event that the Kent Enterprise Trust has to cancel a booking, a full refund will be made (unless the cancellation was due to the customer being in arrears).
12. Rooms will be set up according to the instructions received on the booking form. Kent Enterprise Trust cannot be held responsible for any last minute changes of layout or equipment required.

13. Any extra assistance additional to initial equipment set-up may incur an extra charge.
14. No food or drink may be brought onto the premises *unless there has been prior consent*.
15. Enterprise House is a non-smoking building and smoking regulations must be observed at all times.
16. The customer and its delegates are expected to behave in a responsible manner and with due regard to the regulations of Kent Enterprise Trust (including those relating to statutory fire and safety requirements) and any reasonable instructions of Kent Enterprise Trust and its employees.
17. No conduct may be carried out that may invalidate Kent Enterprise Trust's insurance policies.
18. Blue tac/sticky tape of any description is not to be used on the walls.
19. Printing cost per page - A4 10p B/W, 40p Colour - A3 15p B/W, 80p Colour
20. Any equipment that is the conference room and then used but not booked in advance will be chargeable.

Any breach of these terms and conditions may result in the termination of a booking.