

## **Room Hire Terms and Conditions**

### **TERMS OF PAYMENT**

A 10% deposit must be made to confirm booking and the balance will be required 14 days prior to the meeting

Any cancellation must be made at least 72 hours prior to date of booking. Failure to do so will incur a charge of 50% of the original booking fee.

### **TERMS AND CONDITIONS OF USE:**

Premises are only to be used for the purposes stated on the booking form.

Office hours are 09.00-17.00 – please be aware you will be able to access OCN London outside office hours by special arrangement only. An additional fee will be incurred to cover OCN London staffing costs

Fire exits must be left clear and unobstructed at all times.

Users must take precautions for the prevention of accidents.

Rooms must be left in the same state that they are found, and all rubbish disposed of.

We will not take responsibility for any loss or damage incurred by the hirer.