

Conferencing Facilities: Terms and Conditions

- 1** Upon receipt of the booking form and confirmation of your event you will be invoiced for the full cost of the event. In the event of any changes being made a supplementary invoice or refund may be issued.
- 2** Organisers are requested to alert The Warrington Business School if numbers change. Numbers for catering purpose must be received at least ten (10) days prior to the event taking place.
- 3** The Warrington Business School reserves the right to change the conference room allocated should the final number be significantly different than those originally agreed.
- 4** Special dietary requirements must be informed at time of booking. We will endeavour to meet these requirements but cannot guarantee to do so.
- 5** The Cancellation policy is as follows:-
 - a) All cancellations must be made in writing to The Warrington Business School.
 - b) If a cancellation is made in less than:
 - 4 weeks to the event 25% will be charged
 - 3 weeks to the event 50% will be charged
 - 2 weeks to the event 75% will be charged
 - 1 week to the event 100% will be charged including catering
- 6** Organisers, presenters, helpers and assistants will be classified as delegates.
- 7** All rates and charges are subject to change.
- 8** Rates and charges are applicable Monday to Friday only. Weekends and out of normal hours must be agreed in advance.
- 9** The Warrington Business School reserve the right to cancel or alter room allocations at any time.
- 10** Payment Terms – Invoices must be paid within 30 days of receipt. Deposits must be made at time of booking either by credit card or cheque.
- 11** Please note that The Warrington Business School is not liable for any items of equipment brought to a conference. This is done so at your own risk.
- 12** Included in room as standard are projector, screen and whiteboard and one flip chart, stand and pens.