

Full disabled access and toilet facilities are available and free WIFI access.

Please read the following conditions carefully.

1. Use of Premises

- North Allerdale Development Trust (NADT) & its trading subsidiary Solway Plain Futures (SPF) reserves the right to refuse any booking at its discretion.

2. The Client

- The Client is the person who confirms the booking in writing and who is ultimately responsible for the payments of all charges incurred.
- Once booked cancellation charges will apply (see below).
5 working days no cancellation fee
4 to 3 working days 50% fee applies
2 days' notice 75% fee applies
Cancellation on the day 100% fee applies
- The room must be booked for the period of time required, including the setup and breakdown as well as the function itself. The Client will not have access to the room prior to the booked time and is kindly requested to vacate the room promptly to allow setup for the next booking. In the event of any extension to the session time(s), the Client shall incur additional charges.
- Provisional numbers of attendees including those for refreshments should be notified in advance. Final numbers should be advised no later than five days before the date of the meeting. If a significantly smaller number of delegates arrive than the number booked the original number booked will be charged for.
- Normal access to the building is via the front door into Reception. For fire safety reasons delegates will be asked to tick in and out. Access outside of opening hours by agreement.
Day time access via Main Reception: Mon-Fri 9:00 to 17:00
Evening access via Main Reception unless otherwise advised: Mon-Thur until 21:00.
Weekend hire may be available upon request
- Please make sure that a register of all delegates is kept for the duration of the meeting in case of emergency evacuation and please make sure that all delegates are familiar with Fire Escape routes and procedures.
- If the Fire Alarm sounds please vacate the room safely and muster in the car-park opposite the building. A copy of the attendance list should be provided to the Fire Warden (a member of the NADT staff). DO NOT re-enter the building for any reason unless advised that it is safe to do so.
- NADT is **not** able to provide free parking. There is a council pay-and-display car park opposite the building (Water Street carpark). Please do not park on the footprint of the building, as access is required at all times.

3. Insurance

NADT/SPF have Public Liability and Property insurances. Anyone hiring a meeting room at Wigton Market Hall should have in place their own Public Liability Insurances and if clients are bringing property into Wigton Market Hall and if insurance is required it is expected that

Room Booking Terms & Conditions



this will be arranged by the client. In the event of cancellation by the client charges will apply and insurance to cover this eventuality should be considered by the client.

4. Damage to the Room & Items Not Permitted on the Premises

The client shall take all reasonable precautions to ensure no damage occurs to the property of NADT/SPF. It is not permitted to fix/attach anything on the wall of the rooms. In the event of any damage occurring, the client is considered liable for the replacement or repair of any or all property damaged. A damage cost may occur in these circumstances.

5. Food and Beverages

No food or drink should be brought onto the premises, unless purchased from NADT/SPF.