

Terms and Conditions of Booking

Our meeting rooms

We have two meeting rooms:

- Meeting room 1: Can hold a maximum of 16 delegates for training and 12 delegates for meetings
- Meeting room 2: Can hold a maximum of 4 delegates

Booking form

Please complete the booking form to reserve a meeting room. Payment is to be paid in full ahead of hire.

Sport Structures reserves the right to cancel the hire if payment has not been received.

Cancellation

Failure to cancel a booking will result in hirer being charged in full.

Cancellations up to 7 working days prior to the booking will result in no charge. Cancellation of bookings within 5 working days of the booking date will incur a fee of 50% of the quoted cost.

Office opening times

Our office opening times are as follows:

- Monday – Thursday: 9am-5pm
- Friday: 8.30am-4.30pm

We are able to hire the meeting room(s) outside of normal hours. However, this will be dependant on a member of staff being able to provide access to the meeting room ahead of the start time requested.

Meeting room hire prices

Meeting room 1:

- Hourly: £20
- Half a day rate: £75 (up to 4 hours)
- Day rate: £150

Meeting room 2

- Hourly: £10
- Half a day rate: £30 (up to 4 hours)
- Day rate: £60

Please note, our meeting room hire excludes VAT.

Discounts are available to partners and those working in the sport development sector.

Parking

We are able to allocate a maximum of two parking spaces during office hours. Multiple spaces are available outside of office hours.

Fire regulations and first aid

Please be aware of fire regulations/exit points and the location of fire extinguishers and the first aid box.

Maintenance of order

The hirer must accept responsibility for and agree to maintain good order during the time they are occupying the meeting room. Any issues should be reported to a member of Sport Structures staff.

Damage

In the event of any damage be done to the office premises or any of the furniture and equipment in the meeting room, whether by the hirer or their delegates, this will be the responsibility of the hirer.