**Rockingham PDC**

**Terms and Conditions**

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1. The Customer must comply with the following terms and conditions. YOU must book the room for an appropriate number of people for the size of the resource. e.g no PDR's in a room for 8 people.
2. The minimum booking period for all meeting rooms is 30 minutes and no bookings will be accepted without a cost code and nominal. Rooms are booked for specified times only and customers are required to close meetings and vacate rooms by the scheduled time. Please specify any extra equipment and technical requirements at the time of booking, to ensure availability
3. Rooms are booked for specified times only and customers are required to close meetings and vacate rooms by the scheduled time. Please allow extra time for set up and clear away.
4. Refreshments/buffets must be selected at the time of booking and buffets will be ordered by the staff at Rockingham PDC. Final numbers should be given a minimum of 7 working days in advance of your meeting. Special dietary requirements should be specified at the time of booking. Please do not arrange your own catering or supply your own refreshments due to health and safety issues, these can be arranged by the centre staff.
5. Room hire will be charged in full if cancelled within 2 weeks or less notice. Catering will be charged in full if cancelled within 2 working days or less notice. Management at Rockingham PDC reserves the right to amend the cost of refreshments and buffets. Notice will be given no less than 2 weeks prior to the event
6. Please check that all IT equipment is present and correct before commencing the booking. We reserve the right to charge for any equipment that goes missing or is damaged. Customers are requested not to affix anything to the walls, floors or ceiling. Only staff at Rockingham PDC may disassemble and re-assemble furniture. Should additional cleaning be required to return the room to its original standard then a charge may be levied.
7. ROOM ARRANGEMENT: It is the responsibility of the course leader to arrange the room how they wish, but we ask kindly it is put back at the end of the day to the generic set up of the room used. Maximum capacity may not be exceeded in any of the training rooms for the safety and comfort of customers. Management at Rockingham Professional Development Centre accept no responsibility or liability for incidents relating to over capacity.
8. Course leaders should identify themselves to Reception staff on arrival, ensure the register is completed and returned to reception at the end of the session and are responsible for informing delegates of procedures in case of fire and the no smoking policy. Management at Rockingham PDC accept no responsibility or liability for the loss or damage to personal effects belonging to customers or their delegates
9. Car park is used at owners risk the management at Rockingham PDC accept no responsibility or liability. Please do not park in the School's car park which is situated to the right of the building. Customers, delegates, staff and visitors should be considerate of customers utilising nearby rooms and minimise any nuisance factor, and are required to comply with all current Health, Safety, Fire and Statutory Regulations and no smoking policy at all times
10. Rockingham PDC reserves the right to cancel a room booking in the event of an emergency. This will be confirmed to the customer at the first available opportunity.