



CONDITIONS OF BOOKINGS

1. Cancellations by the Customer

Where a confirmed booking is subsequently cancelled, the WSC Business Centre reserves the right to apply the following charges:

| DATE OF CANCELLATION | CANCELLATION CHARGE PAYABLE TO YOU |
|---|------------------------------------|
| Between 6 and 4 weeks before the meeting is scheduled to take place | 25% of the total booking value |
| Between 4 and 2 weeks before the meeting is scheduled to take place | 50% of the total booking value |
| Less than two 2 weeks before the meeting is scheduled to take place | 75% of the total booking value |

2. Cancellations by WSC Business Centre - Wakefield Skillcentre Ltd

In the unlikely event the WSC Business Centre have to cancel your booking. You'll receive all your advanced payments, although WSC Business Centre will not have any other liability. However WSC Business Centre may only cancel if:

- Any part of the centre is closed or unavailable due to events beyond our control
- If you, or we, become insolvent, or in the case of an individual, become subject to a bankruptcy petition

3. Equipment

We can provide most equipment. However, should you wish to bring your own equipment into the centre, you must ensure it has been tested and is safe to use. WSC Business Centre accept no liability for any equipment you bring to the centre, and we ask you to comply with the rules set out in the Health & Safety at Work Act. Should you have any queries, our team will be happy to help.

4. General

We are concerned with your Health & Safety and that of the Centre. Before fixing signs, displays and posters to the walls, floor or ceiling please seek the advise of the centre. The centre is not responsible for any damage or loss to your belongings either prior to the beginning of the function, during the function or after it is over. WSC Business Centre cannot be held responsible for damage or loss of another parties property, however caused.

Organisers will be liable for the cost of repairs carried out as a result of any damage caused to any part of the business centre/equipment by the negligence, wilful act/ default of any person invited to the centre by you or your company.

Make Every Conference a Success

Whatever your conference, seminar or business meeting needs, WSC Business Centre can arrange and coordinate everything and ensure that it is a resounding success.

Wakefield Skillcentre Ltd

Units 17-18 Monckton Industrial Estate Denby Dale Road Wakefield WF2 7AL

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BOOKING FAX SHEET
PLEASE RETURN TO 01924 885859

To help us to help you could you please fax back to us the following information:-

Your details please

Name:

Company:

Contact Telephone No:

Email Address:

Conference details:

Date(s)

No's attending

Room Hire Daily Delegate Rate Only

£6.50 per delegate

Catering requirements £7.50 per delegate

£8.50 per delegate

Room Layouts: (Please tick appropriate box)

Classroom Open Square U - Shaped

Informal 1 Informal 2 Theatre Style 1

Theatre Style 2

Visual Equipment:

Screen 5ft Overhead Projector Flip chart & Easel

T.V. Monitors Video/DVD Sony Projector

Special Requirements

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