

Meeting Room Terms & Conditions

Version 1.0



These Terms & Conditions apply whenever you book or use a meeting room or bookable meeting space at The Fold, Spencer Street, Royal Leamington Spa, CV31 3NE.

By making a booking, you confirm that you have read and agree to these Terms & Conditions, together with The Fold's House Rules, Booking & Cancellation Policy and Fire & Evacuation Procedure.

Where you make a booking on behalf of an organisation, you confirm that you have authority to accept these terms on its behalf



Meeting Room Terms & Conditions

1. Your booking

Your booking is for the room, date and times shown in your booking confirmation.

Bookings are subject to availability and must be made through The Fold's approved booking system or directly with The Fold team where agreed.

The person making the booking ("you") is responsible for the booking and for ensuring that everyone attending with you complies with these Terms & Conditions, The Fold House Rules and all applicable health and safety requirements.

Meeting rooms must not exceed their stated maximum capacity.

Bookings may not be transferred, resold or sub-let to another person or organisation without our prior agreement.

2. Booking times and overtime

Your booking includes access to the room only for the period you have booked. Your booked time must include any time you need to set up, welcome attendees, pack away and leave the room.

You are responsible for keeping track of your booking end time and ensuring that you and your attendees leave the room promptly.

The Fold is not responsible for reminding or informing you that your booking is about to end or has overrun.

If you remain in the room beyond your booked end time, additional charges will apply whether or not The Fold has notified you of the overrun.

Overtime falling within The Fold's standard hours of 8:00am–6:00pm will be charged at 1.5 times the applicable hourly room rate.

Any overtime falling outside 8:00am–6:00pm will be charged at 2 times the applicable hourly room rate.

Meeting Room Terms & Conditions

Overtime will be charged in 15-minute increments, rounded up to the next 15-minute increment.

Payment of an overtime charge does not give you an automatic right to continue using the room. Another booking may follow yours, in which case you must vacate the room immediately at the end of your booked period.

If you know that you need additional time, you should extend your booking through the booking system, subject to availability, before your original booking ends.

3. Cancellation and amendments

Cancellations are subject to The Fold's Booking & Cancellation Policy in force at the time of booking.

Where a cancellation charge applies, it will be calculated in accordance with that policy.

Requests to amend a booking are subject to availability. Moving or amending a booking does not automatically remove any cancellation charge that would otherwise apply.

Any separately arranged services, including catering or equipment supplied by a third party, may be subject to their own cancellation terms.

4. Room condition and cleaning

Please leave the room as you would expect to find it.

At the end of your booking you must:

- remove your belongings, materials and rubbish;
- return furniture and equipment to its original position unless otherwise agreed;
- dispose of waste in the appropriate bins;
- leave tables, chairs and other surfaces in a reasonable condition; and
- ensure the room is ready for the next booking.

Meeting Room Terms & Conditions

If a room is left in a condition that requires additional cleaning, tidying, waste disposal or resetting beyond our normal turnaround, The Fold reserves the right to charge a reasonable cleaning or reinstatement fee reflecting the additional work required.

Where exceptional cleaning, specialist cleaning or repair is required, we reserve the right to charge the reasonable cost incurred.

This is in addition to any charges arising from damage.

5. Damage and equipment

You are responsible for any loss or damage to the meeting room, furniture, fixtures or equipment caused by you or anyone attending as part of your booking, other than fair wear and tear.

Any damage or fault should be reported to The Fold team as soon as reasonably possible.

You must not remove furniture or equipment from the room, interfere with cabling or fixtures, attach anything to walls or other surfaces, or alter the room without prior permission.

We may charge you the reasonable cost of repairing or replacing items damaged or lost as a result of your booking.

6. Technology and connectivity

Where Wi-Fi, screens, video-conferencing facilities or other equipment are provided, we will use reasonable efforts to ensure they are available and working.

However, we cannot guarantee uninterrupted internet connectivity, compatibility with every device or software platform, or continuous availability of equipment.

Meeting Room Terms & Conditions

You are responsible for checking that any technology essential to your meeting is suitable for your requirements. We recommend allowing sufficient time within your booking for setup and testing.

Where a member of The Fold team assists with connecting or troubleshooting your equipment, you remain responsible for your own devices, software and data.

7. Guests and use of The Fold

You are responsible for the conduct of everyone attending your meeting.

Guests may use the meeting room and communal facilities reasonably associated with their visit during the booking. A meeting-room booking does not provide attendees with general coworking access before or after the meeting.

Anyone wishing to remain at The Fold to work outside the booked meeting period may be required to purchase an appropriate Day Pass or membership.

You and your attendees must be considerate of members, staff and other visitors and must comply with The Fold's House Rules.

8. Permitted use

Meeting rooms may only be used for lawful and appropriate business, professional, educational or other purposes agreed with The Fold.

You must not use a meeting room in a way which:

- causes unreasonable noise, nuisance or disruption;
- damages The Fold or its contents;
- creates a health or safety risk;
- obstructs corridors, entrances or fire exits;
- exceeds the room's stated capacity; or
- is unlawful or could reasonably bring The Fold into disrepute.

We reserve the right to require an activity to stop, or to ask attendees to leave, where these terms or the House Rules are materially breached.

Meeting Room Terms & Conditions

9. Food, drink and catering

Food and drink may only be consumed in accordance with The Fold's House Rules and any instructions applying to the particular room.

Any catering arranged through The Fold may be subject to separate charges, minimum notice periods and cancellation terms.

If you arrange or bring your own food or external catering, you are responsible for clearing all food, packaging and waste at the end of your booking and leaving the room in a reasonable condition for the next user.

Additional cleaning resulting from food, drink or catering may be charged in accordance with section 4.

10. Health, safety and fire procedures

You and your attendees must comply with The Fold's health and safety requirements and Fire & Evacuation Procedure.

The person making the booking is responsible for making attendees aware of relevant emergency arrangements and for taking reasonable responsibility for their attendees in the event of an evacuation.

Fire exits and escape routes must be kept clear at all times and fire or safety equipment must not be obstructed, interfered with or misused.

If you or an attendee has an accessibility requirement that may affect emergency evacuation, please notify The Fold in advance so that appropriate arrangements can be considered.

11. Personal belongings

You and your attendees are responsible for personal belongings brought into The Fold.

To the extent permitted by law, The Fold accepts no responsibility for belongings that are lost, stolen, damaged or left behind.

Meeting Room Terms & Conditions

Please remove all belongings at the end of your booking.

12. Availability of rooms

Occasionally circumstances outside our reasonable control may mean that the room you booked becomes unavailable.

Where reasonably possible, we will offer a suitable alternative room. If we cannot provide a reasonable alternative, we will refund any room hire charge paid for the affected booking.

The Fold will not be responsible for consequential losses such as lost business, travel costs or loss of profit arising from a room becoming unavailable, except where liability cannot legally be excluded.

13. Liability

Nothing in these Terms & Conditions excludes or limits liability where it would be unlawful to do so, including liability for death or personal injury caused by negligence or for fraud or fraudulent misrepresentation.

Subject to this, you are responsible for loss, damage or reasonable additional costs caused by your breach of these Terms & Conditions or by the negligent or deliberate acts of you or your attendees.

14. Privacy

Personal information relating to your booking will be handled in accordance with The Fold's Privacy Policy.

15. Changes to these terms

We may update these Terms & Conditions from time to time.

Unless otherwise required by law, the terms applicable to your booking will be those in force when the booking is made.

Meeting Room Terms & Conditions

16. Governing law

These Terms & Conditions and any dispute or claim arising from them are governed by the laws of England and Wales.

The courts of England and Wales will have jurisdiction over any dispute arising in connection with them.