

 Thank you for booking a meeting room at Tamworth Enterprise Centre.

**Terms and Conditions of Booking.**

* Please be aware that there is **NO** free parking at the centre and all internal spaces are for the exclusive use of tenants. There is paid parking on the main Aldergate car-park or on Hospital Street car-park which is a 30 second walk away. For more information visit <http://www.tamworth.gov.uk/car-parks>
* Cancellation of a booking must be made within two working days (48 hours) of the date of your booking. Bookings not cancelled within this time period will be charged. Cancellations must be made in writing to tec@tamworth.gov.uk.
* Tea, coffee and water can be provided at £1.50 per delegate (please state number required at time of booking)
* The Centre does not provide or organise catering however we have a list of local companies you can contact directly.
* All meetings / events must be run and hosted by the meeting host or booking organisation. They must also provide any health and safety or emergency evacuation advice to all attendees. (Further information and guidance will be provided by the Centre Officer)
* Responsibility for delegates lies with the company making the booking. This includes but is not exclusive to:
	+ Delegate behaviour and conduct
	+ Access to and from the building (including security)
	+ Ensuring all delegates are accounted for in case of an emergency
* No smoking or vaping is permitted in the building or directly outside of the centre doors.
* The room should be left in a clean and orderly state with litter or food items disposed of in the bins provided and mugs / glasses returned to the kitchen area.
* The meeting host will be given a meeting room key and main door access fob for the duration of their meeting. The meeting host is responsible for returning this key (along with any other TEC items) and the security of items in the room.
* Tamworth Borough Council is not liable for any loss of items, damages or personal injury incurred.