



## Meeting Room Terms and Conditions

Thank you for choosing Argyll for your meeting. The terms of your agreement are outlined below.

In these terms and conditions, the “Venue” means the Argyll building to which the booking applies, and the “Company” means the person, organisation, or company responsible for booking the event.

### For Office, Virtual and Coworking Clients:

1. Payment is due at the end of the month. All charges will be invoiced and can be viewed in your Argyll account.

#### Cancellations:

- Up to 24 hours (working days only) ahead of the booking time – no cancellation charge.
- Within 24 hours of the booking time – 100% cancellation charge.

### For One-Off Bookings:

2. Payment for the meeting is due once the Company receives the booking confirmation form by email.
3. Payment must be made in full to secure the booking. If any additional charges are incurred during your meeting, we'll contact you with a final invoice.

#### Cancellations:

- 3 working days prior to booking date - 100% cancellation charge.
- 4 to 6 working days prior to booking date - 75% cancellation charge.
- 7 to 10 working days prior to booking date - 50% cancellation charge.
- 7 to 10 working days prior to booking date, bookings in rooms with a capacity of 16 delegates and above - 100% cancellation charge.

### For Roadshow Clients:

4. All charges will be invoiced after your booking. Payment is due within 30 days via BACS or credit card.

#### Cancellations:

- Without catering - 1 working day ahead of the booking time – no cancellation charge.
- With catering - 2 working days ahead of the booking time – no cancellation charge.
- Within 24 hours of the booking time – 100% cancellation charge.

#### The following terms and conditions relate to all bookings:

5. The Venue cannot be held responsible for any disruption to meetings caused by fire alarms, evacuation, or events beyond their control.
6. Smoking is not permitted in any part of the building.
7. The Company will be responsible for and will indemnify the Venue against all costs, loss, damage (including damage incurred through the use of adhesive on walls), or injury sustained due to the act, neglect or default of the Company or of any person for whom the Company is responsible.
8. The Venue regrets that they cannot be held liable for any loss, damage or theft of any personal equipment or belongings.
9. The Venue will allow customers to bring their own food or beverages into the meeting rooms and will charge £5 + vat per person as corkage fee for this service.
10. The Venue is open from 8.00am to 6.00pm Monday to Thursday and from 8.00am to 5.00pm on Fridays. Access to the Venue outside of these hours must be prearranged and will incur an additional charge.
11. Should the Company require catering for a meeting starting at 8.00am, an

- additional charge will be incurred for out of hours staffing.
12. Where possible, the customer will be allowed access to their allocated meeting room 15 minutes prior to the booked time, subject to availability. Should the Company require earlier access, it must be pre-arranged and will be subject to an additional charge.
  13. The Venue reserves the right to charge for any extra time incurred in the meeting room outside of the booked hours.
  14. The Venue requires the Company and all visitors to the building to adhere to [Argyll's Code of Conduct](#).
  15. The Venue does not allow filming or photography in communal areas, meeting rooms, or offices without prior consent from the Company. The Company reserves the right to request for any content created on Company premises without consent to be deleted or removed from third party platforms.
  16. The Client is presumed to have agreed and accepted these Terms and Conditions upon confirmation of the booking.