



HOUSE FOR AN ART LOVER

HAL Commercial Company Limited Meeting Room Terms and Conditions

1. Clients arriving early are not guaranteed immediate access to the meeting rooms.
2. Overrunning meetings may be charged at external hourly rates.
3. Clients should notify House for an Art Lover no later than 48 hours before an event of their final numbers. This will be the number charged to the account unless there is an increase.
4. Should the Client have to cancel his/her booking, the following charges apply
 - More than 48 hours notice – 10% of final balance will be charged
 - Less than 48 hours notice – Full balance will be charged

Should the Client be able to rebook/ reschedule a similar event of similar value at a time acceptable to House for an Art Lover, 25% of the cancellation charge will be credited to the rebooked event.

4. If payment is to be made either by a credit or charge card, this request must be made at the time of the booking. The card must be produced by the card signatory prior to the event.
5. The outstanding balance of the account is payable by the Client on completion on receipt of invoice, unless alternative arrangements have been agreed with HAL Commercial Company Limited.
6. HAL Commercial Company Limited reserves the right to change agreed event rooms with appropriate discussion, should indicated numbers not materialize.