

Booking Terms and Conditions

All telephone bookings will be regarded as provisional and must be confirmed in writing within 7 days using the booking form.

Please post your booking form and cheque for the fee to:

Conference Centre Co-ordinator, Liberty Suite, Liberty House, 4 Northgate Street, Launceston PL15 8BD. (Cheque payable to "Liberty House CIC Ltd".

Written confirmation using the booking form will be taken as acceptance of the following terms and conditions.

Terms and conditions

The Organisation and/or individual in whose name the booking is made, unless otherwise stated, will be considered the Hirer, and shall be jointly and severally liable in respect of the booking. All the Hirer's requirements should be detailed on the booking form at the time of booking. The Hirer shall notify Liberty House CIC Company Ltd of any changes to the requirements detailed on the booking form, in writing, not less than three working days (Monday to Friday) before the function. On receipt of the booking form Liberty House CIC Ltd will confirm the booking in writing and provide a receipt for the fee.

Provisional bookings

Provisional bookings will be entered on the diary and held free of charge for one week. At the end of this time a booking form and payment is required in order to retain the booking. If no confirmation is received the booking will be deleted from the diary automatically. On confirmation of the booking the cancellation policy will apply. Liberty House CIC Ltd does not accept liability for any losses incurred due to the cancellation of provisional bookings in compliance with this policy.

Catering service

In-House catering, Jerichos Brasserie, has sole rights to supply catering services to the conference centre. Clients are not permitted to bring their own food on to the premises for consumption.

Cancellation Policy

No refunds can be given once a room has been booked. Should you need to cancel a booking there is no charge if it is 14 days before the scheduled date, all we ask is you rebook the date.

If it is cancelled within 7 days we charge 75% of the meeting cost.

If you cancel with less than five working days notice 100% of room hire and catering charges will apply.

Notification of cancellations should be made in writing and will be effective on the date received by Liberty House Community Interest Company Ltd.

Health and Safety

The Hirer is responsible for the Health and Safety of their staff and delegates throughout the duration of the hire period, and will be expected to comply with all relevant legislation. The capacities of each room are given in the Liberty House brochure and may not be exceeded for safety reasons.

The management reserves the right to alter proposed room layouts in order to comply with fire regulations and to refuse admission to rooms if over-crowding is liable to occur.

Third party personal insurance and liability

Liberty House Community Interest Company Ltd shall not be responsible for any loss or damage to property arising out of the holding of a function or any injury which may be incurred by any persons during the holding of a function arising from any cause whatsoever. Your organisation must hold public liability insurance. Nor shall Liberty House Community Interest Company Ltd be responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, government restriction or act of God which may cause the Liberty House Community Interest Company Ltd's premises to be temporarily closed or the function interrupted.

Cloaks and personal property

Liberty House Community Interest Company Ltd does not accept responsibility for the property of customers or guests.

Smoking Policy

Liberty House operates a no smoking policy in all its rooms. Please inform your delegates of this policy and ensure that they do not smoke whilst they are in the building.

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