



Facility Booking Terms & Conditions

In order to complete the booking for your function, you will be required to read the terms and conditions and sign and return to us with your booking form.

Confirmation

Bridges will 'hold' a tentative booking for 3 working days and reserves the right to release the booking after this date. Confirmation of a booking must be made by signing and returning the booking form with terms and conditions.

Cancellations

There will be a fee of 25% of your booking cost for cancellations less 10 working days prior to your event and a fee of 50% of your booking cost for cancellations less than 48 hours prior to your event.

Damages / breakages / property

Please report any damages. You will be liable for any damages that occur while a room/ equipment is in your care.

Synergy (Cambridge) Trust does not accept any responsibility for damage to or loss of any property left on the premises prior to, during or after a function.

Alcohol

No alcohol is to be brought onto the premises without prior agreement and licensing.

Non Smoking

The facility is a Smoke Free environment. Smoking on the premises is prohibited.

Staff requirements

Depending on the type of function, Synergy (Cambridge) Trust may require an technician and/or additional staff member to be present while the function is running. The costs will be advised to the client prior to the event.

Lock-up

If your event is outside of office hours and no staff are present on site you will be given (in writing) specific lock-up procedures which must be followed.

Cleaning

A cleaning fee may be quoted on depending on your specific event.

Payment

Depending on the type of function, a bond may be required. An invoice will be issued on the day of the function and payment required with 5 working days unless credit facility has been approved in which case payment is required by the 20th of the following month.

I agree to the terms and conditions above :

Name:

Date:

Signed: