

### **Room Hire Terms and Conditions**

We are The Oasis School of Human Relations (hereafter OASIS). These are our terms and conditions for the use of meeting and interview rooms (hereafter rooms).

### **Facilities and Services**

In consideration of payment by the client in regards to the total charges stated on the booking form, OASIS permits the client to use the room and where applicable the services during the period(s) on the date(s) specified.

### **Payments and Termination**

All charges to be paid under this agreement are exclusive of VAT which will, where relevant, be charged to the client at the agreed rate. All charges are payable before the booking takes place unless with our prior written agreement.

Any additional charges for use of services within a centre (such as secretarial services, binding or photocopying etc) plus VAT will be deducted from your credit card, paid by cheque or cash upon departure.

OASIS shall be entitled to terminate this agreement on notice to the client in the event that:

All monies due and payable under this agreement have not been paid by the due date;

The client fails to return the completed booking confirmation;

The client fails to adhere to the OASIS terms and conditions;

Any termination of this agreement shall be without prejudice to any rights or remedies that may have accrued to either party.

If the client cancels the booking of the rooms it shall remain liable for the payment to the owner of a cancellation charge as follows:

### **Participants Notice Cancellation Charge\***

0-6 Participants	0-5 Working Days Notice	100% Cancellation Charge
7-15 Participants	0-10 Working Days Notice	100% Cancellation Charge
16+ Participants	0-20 Working Days Notice	100% Cancellation Charge

Cancellation charges apply to total booking value, to include room hire, pre-booked catering and equipment costs. Our policy of taking payment before the booking will continue.

The client hereby acknowledges that such cancellation charges are a fair estimate of the loss incurred by OASIS.

### **Rights and Responsibilities**

The client shall not:

Use the room other than in connection with the client's business and in any event shall not permit the room to be used for any illegal activity;

Install in the room any furniture, equipment or signage whatsoever or alter the room, its fittings without prior written agreement and appropriate additional charges;

Damage any of the decorations, fixtures and fittings or other equipment in the room. In the event that the client or the client's guests damage any part of the room, the client

shall be held liable for all costs incurred to OASIS.

Use the room in any way which results in annoyance or disturbance to OASIS or other clients and occupiers of the building; or

Use any services or equipment in the room other than those offered and supplied by OASIS.

The client shall:

Observe and adhere to all the rules and regulations made by OASIS in respect of the room and the building;

Vacate the ROOM on the expiry time(s) specified in the agreement; otherwise the client will be subjected to additional charges;

OASIS does not accept any responsibility for any item of furniture, personal effects or other belongings left in the room and has the right to dispose of such property, the costs of such disposal being the responsibility of the client.

OASIS shall:

Be entitled to require the client to use any similar sized room in the building that OASIS may allocate from time to time and such substituted room shall become the room for the purposes of this agreement;

Take are reasonably practical steps to provide the room and (where applicable) the services in good working order and properly cleaned and equipped;

Not be liable for any claim, loss or damage sustained by the client as a result of:

OASIS failing to provide the room and/or the services (or any of them) by reason of force majeure, mechanical breakdown or any other reason beyond OASIS's control or due to the delay or failure of any staff, manager or caretaker to perform their duties. In no circumstances shall OASIS be liable for any loss of profits, loss of business or consequential losses suffered by the client; or any failure of data security or computer systems.

### **Data**

OASIS may use any personal data which the client provides to the owner and the client hereby consents to its use by the owner: (a) for market research and tracking sales data in order to improve the owner's future services to the client; (b) to send the client other information about the owner's products and services and about events and promotions organised by or on behalf of the owner; No information will be passed to others, If the client does not wish to have further information from Oasis, the client needs to let Oasis know in writing.

### **General**

This agreement is personal to the client and is not assignable.

This agreement creates no rights in any third party to enforce its terms pursuant to section 1 of the Contracts (Rights of Third Parties) Act 1999.

This agreement is a contractual agreement for the provision of services by the owner to the client and the client acknowledges that no tenancy or lease rights are created in favour of the client.