

Scottish House Members' Business Centre Meeting Bookings

Terms & Conditions

Cancellation:

In the event of the meeting being cancelled, the following charges may apply:

- Within 48 business hours prior to the date of the meeting; 50% of the total estimated meeting revenue (including catering costs) will be charged.
- Within 24 business hours prior to the date of the meeting; 100% of the total estimated meeting revenue (including catering costs) will be charged.

Commencement and Vacating Rooms:

In the event of the function exceeding the booked standard function hours, additional room hire will be charged at the advertised hourly rate; see Meeting Room Pricing below.

Meeting Room Pricing:

Boardroom \$165 per hour

L4 Small Meeting Room: \$50 per hour

Other Functions:

Scottish House Members' Business Centre reserves the right to book other functions in the same function room up to one hour before the scheduled function commencement and one hour after the scheduled function conclusion.

Function Room Capacities:

There is a minimum and maximum number that applies to all function rooms, with specific set up requirements. SHMBC reserves the right to move a function to an alternative meeting space if set up or numbers change from the original quotation.

Guest Responsibility:

Guests will be responsible to ensure orderly behaviour is practiced. Scottish House Members' Business Centre reserves the right to intervene where sees fit.

GST:

A goods and services tax is payable by the member or the company and is included in all pricing.

Non-member bookings:

Non-member bookings necessitate a credit card for both guarantee and payment purposes. Details must be submitted no later than 48 hours prior to the commencement of the event to ensure the reservation's validity. Failure to provide the required credit card information within the specified timeframe may result in the cancellation of the booking.

By agreeing to these terms, the client acknowledges their responsibility for payment on the scheduled date of the event. Any additional charges incurred during the event will be charged to the provided credit card unless alternative arrangements have been made in advance.

Security:

Scottish House Members' Business Centre is not liable and will not accept responsibility for any loss or damage to any equipment or merchandise left on the premises prior to, during or after the function.