

Terms and Conditions for Meeting Room Bookings

1. Meeting Room Access

Meeting Rooms are available for reservation from Monday to Friday, between the hours of 8:30 a.m. and 6:00 p.m.

For bookings outside these hours, including evenings and weekends, please contact the Community Team directly.

Bookings may be made on an hourly or half-day basis. All bookings must commence and conclude within the stated operating hours unless prior written approval has been granted.

All users are required to vacate the room promptly at the conclusion of their booking to facilitate cleaning and preparation for subsequent users.

2. Guests

The number of guests must not exceed the stated maximum capacity for the room reserved, as specified on the booking platform.

The primary booker is responsible for the conduct and safety of all guests at all times. All guests must sign in at reception upon arrival and comply with Huckletree's House Rules while on the premises.

All guests must comply with Huckletree's House Rules and Respect Policy while on the premises. Failure to do so may result in removal from the premises or denial of future booking privileges.

Guest information collected during sign-in will be processed in accordance with **Huckletree's Privacy Policy** and applicable data protection laws.

3. Booking Procedures

All Meeting Rooms must be reserved in advance via the designated website or booking platform.

Bookings are confirmed only upon receipt of full payment via approved methods or through the application of valid credits.

Room and time slot availability is subject to change, and Huckletree cannot guarantee the availability of any preferred room or time until written confirmation has been issued.

4. Amendments to Bookings

Requests to amend a booking (including changes to date, time, or room allocation) must be submitted at least twenty-four (24) hours before to the scheduled start time.

All amendments are subject to availability and are not effective until confirmed in writing by the Community Team.

5. Cancellations

Huckletree operates a **strict no-refund policy** for all Meeting Room bookings.

- **Cancellations within 24 hours:** Where a booking is cancelled twenty-four (24) hours or less prior to the scheduled start time, one hundred percent (100%) of the booking fee shall remain payable.
- **Cancellations more than 24 hours in advance:** Where a booking is cancelled more than twenty-four (24) hours before the scheduled start time, a credit equivalent to the full booking amount will be applied to the user's account for use against future bookings.

Huckletree reserves the right, at its sole discretion, to amend, relocate, or cancel any booking in exceptional circumstances, including, without limitation, maintenance, construction, or health and safety concerns. Huckletree shall not be liable for any losses, damages, or expenses incurred by the Meeting Room user as a result of such amendment, relocation, or cancellation. In such cases, the Meeting Room user will be offered either alternative accommodation of comparable standard or a full credit for the amount paid, which shall constitute the Meeting Rooms user's sole and exclusive remedy.

6. Catering Services

Complimentary tea and coffee are available within the communal kitchen areas.

If catering services are required, these must be arranged in advance with the Community Team.

External catering providers are not permitted unless prior written consent has been obtained.

All catering fees must be paid in advance, and applicable charges will be confirmed at the time of booking

All catering must comply with Huckletree's health, hygiene, and safety standards.

Alcoholic beverages may only be served with prior written consent.

Users are responsible for ensuring that all food waste and packaging are properly disposed of following their booking.

7. Room Condition and Damages

Meeting Room users shall ensure that the room is left in a clean, orderly, and presentable condition upon the conclusion of their booking. Any damage to property, spillage, or loss of equipment occurring during the booking period shall render the user liable for all associated repair or replacement costs, as determined by Huckletree.

Huckletree's assessment of such costs shall be final and binding. Meeting Room users are also responsible for the safekeeping of their own personal items. Huckletree accepts

no liability for loss or theft of personal property on the premises

8. Equipment and Technical Support

Meeting rooms may be furnished with audiovisual and connectivity equipment as described on the booking page. Meeting Room users are responsible for verifying the functionality of any required equipment at the commencement of their booking. Subject to availability, the Community Team may provide reasonable assistance with setup and minor technical issues. Huckletree shall not be held liable for any disruption, delay, or loss arising from equipment malfunction or unavailability of technical support.

9. Late Exit Policy

Meeting Room users are required to vacate the room promptly at the conclusion of the reserved period. Failure to do so may result in additional charges. Timely departure ensures adequate time for cleaning and preparation for the next booking.

10. Liability and Indemnity

Except in cases of gross negligence or willful misconduct, Huckletree shall not be liable for:

- Any loss, damage, or injury to persons or property; or
- Any indirect, consequential, or incidental damages arising from the use of the Meeting Room or its facilities.

The Meeting Room user agrees to indemnify and hold harmless Huckletree, its employees, and affiliates against all claims, damages, or expenses resulting from their use of the facilities or any breach of these Terms and Conditions.

11. Force Majeure

Huckletree shall not be liable for failure to provide access or services due to events beyond its reasonable control, including but not limited to:

natural disasters, power outages, equipment failure, government actions, or other unforeseen circumstances.

In such cases, affected users will be offered a rescheduled booking or credit for the amount paid.

12. Data Protection

Huckletree is committed to protecting the privacy of all Meeting Room users and guests.

Any personal data collected during the booking or sign-in process will be processed in accordance with Huckletree's Privacy Policy and relevant data protection legislation.