



MEETING SPACE TERMS & CONDITIONS



BlueSky is committed to the service it offers its clients and has created terms and conditions governing the use of its Business Centres ("Centres"). These terms have been formulated for the collective benefit of BlueSky clients. The terms are designed to ensure the enjoyment of the accommodation by all BlueSky clients in the Centre to govern the relationship between the client and BlueSky.

1. THIS AGREEMENT

- 1.1 Agreement: BlueSky agrees to provide, during standard business hours, meeting rooms & videoconference facilities and access to the common areas of the Centre including toilets, breakout area & copy point on an ad hoc basis.
- 1.2 Applicable law: This agreement is interpreted and enforced in accordance with the law of the place where the relevant Centre is located. BlueSky and the client both accept the exclusive jurisdiction of the courts of such jurisdiction.
- 1.3 Unless full invoicing detail are received from external companies prior to the required date the booking will be cancelled and charged as detailed below.
- 1.4 If no response is made within 24 hours of this agreement being received the booking will be confirmed and these said terms and conditions are accepted.

3. COMPLIANCE

- 3.1 Comply with the law: client must do nothing illegal in connection with its use of the Business Centre. The client must not do anything that may interfere with the use of the Centre by BlueSky or by others, cause any nuisance or annoyance, increase the insurance premiums BlueSky must pay, or cause loss or damage to BlueSky or to the owner of any interest in the building which contains the Centre the client is using.
- 3.2 Comply with House Rules: The client must comply with any House Rules which BlueSky impose generally on users of the Centre whether for reasons of health and safety, fire precautions or otherwise. Such rules are developed and/or imposed for the safety of BlueSky clients and to protect their use of the Centre as a place of work.

4. BLUESKY'S LIABILITY

- 4.1 BlueSky is not liable for any loss resulting from BlueSky's failure to provide any services unless BlueSky does so deliberately or is negligent. BlueSky is also not liable for any failure until the client has told us about it and has given BlueSky a reasonable time to put it right. The client accepts responsibility for their equipment whilst on the premises and the client is always liable for the loss or damage to any of BlueSky's equipment.

5. FEES

- 5.1 Payment Terms: The Fee is the total of the meeting room and/or videoconference charges and additional services quoted at the time of booking. These fees will be charged upon departure. Pre-approved credit accounts must be paid 14 days from the date of invoice. In the event of a breach of these terms, credit facilities will be revoked.
- 5.2 Standard services: Use of all services is subject to availability. Any additional charges for use of additional services at a centre (such as photocopying) plus VAT, will be added to the invoice at the usual rate. These rates are available upon request at any time.
- 5.3 Late payment: If the client does not pay fees when due, a fee will be charged on all overdue balances. If the client disputes any part of an invoice the client must pay the amount not in dispute by the due date or be subject to late fees. BlueSky also reserves the right to withhold services (including for the avoidance of doubt, denying the client access to its accommodation) while there are any outstanding fees and/or interest or the client is in breach of this agreement.

6. CANCELLATION POLICIES – the tables below show the proportion of reservation that will be invoiced upon cancellation

6.1 Meeting Rooms:

	0-2 Working days	3-6 Working days	7-10 Working days	11-14 Working days
Morrison or Vetriciano Suite	100%	50%	0%	0%
Morrocco or Butterworth Suite	100%	100%	50%	0%
Morrocco/Morrison Combined Suite	100%	100%	50%	0%

6.3 Last Minute reduction in bookings

The cancellation policy, where applicable, will be calculated on working days. Where a booking is cancelled inside these terms the client is additionally liable for all charges which BlueSky is liable to third parties (e.g., caterers and equipment suppliers).

BlueSky reserves the right to amend these terms and conditions at any time.

FLEXIBLE TO YOUR BUSINESS NEEDS

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