

### **Durham Dales Centre Conference Room Booking Conditions**

1. The room will be available between the agreed times. Additional time will result in an extra charge in order to cover staff costs.
2. Please ensure that you have specified adequate seating as we reserve the right to limit the seats available if another function is being held at the same time.
3. We ask that when ordering catering that you correctly specify your requirements. We only have food for the numbers originally requested.
4. Seating and catering numbers must be confirmed one week prior to the booking.
5. Cancellation of a booking within one week of the event will result in the full hire charge and catering costs being made.
6. Provisional bookings must be confirmed within 48 hours, otherwise it will be cancelled.
7. Evening Meetings- A member of the Durham Dales Centre staff will be on site throughout your booking, if you require assistance or if your meeting finishes earlier than anticipated.
8. Refreshments are not permitted unless catered by the Centre.
9. We operate a NO SMOKING policy in the building.
10. Disabled access is available to the Conference Room by means of a ramp and a lift.
11. Please note nothing must be attached to the walls or windows of the room.
12. We trust that all clients will leave the room in the same condition as they found it.
13. If you wish to make comments regarding your booking please contact the Centre Manager or complete the evaluation sheet provided in the room. We are pleased to receive comments as this ensures we are meeting customer needs.
14. A car park is available on site, please note cars and contents are left at the owners risk.

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