

Space@119 Terms & Conditions

Cancellation period/charges

The hirer must notify CIHT as soon as cancellation is required.

All cancellations and any changes must be done in writing by post or by email to the following:

Post: Space@119, CIHT, 119 Britannia Walk, N1 7JE

Email: space119@ciht.org.uk

Cancellation charges are as follows:

Over two months no charge

Two months prior to the event 25% room hire charge

One month or within one month of the event 50% room hire charge

Within 7 days of the event 100% room hire plus catering costs

No shows will be charged 100% room hire plus catering costs

Pricing:

9am-1pm Morning Half Day Rate • 1pm-5pm Afternoon Half Day Rate • 9am-5pm All Day Full Day Rate

If your meeting runs over these times you will incur additional charges.

You may request to access the meeting room earlier than the times you have booked; this may be done by contacting us via email. We can provide access to organisers from 8.30am and delegates can arrive from 8.45am.

You need to notify us one week in advance if you would like early access. We cannot guarantee our office will be open before 9am without prior agreement.

All meeting room rates are shown online www.ciht.org.uk. Prices are subject to VAT at the current prevailing rate.

Our pricing structure is reviewed every November.

If you make a booking one year in advance CIHT may increase its prices without prior notice.

Payment:

Invoices are sent out via email within 7 days after the meeting date. Payment must be made within 30 days of invoice date and can be accepted by cheque, BACS or by card (Visa, Maestro and MasterCard).

Additional Notes:

Due to operational reasons CIHT reserves the right to allocate a similar room or better at the same cost.

Provisional bookings:

We agree to hold a meeting room provisionally for you for no longer than 7 days. You may cancel provisional bookings without penalty. If you do not confirm your provisional booking (by completing and signing the booking form) we reserve the right to cancel it after 7 days.

Health & Safety:

The person hosting the event will be provided with an information sheet on arrival and it is his/her responsibility to make other delegates aware of procedures. Fire notices are situated in the meeting rooms and hosts will also need to familiarise themselves with these and inform delegates of its contents. Guest are no longer required to sign in at reception.

Due to our Health and Safety policy if you over book a room we have the right to terminate your room booking and you may incur a charge. We also have the right to turn away extra delegates.

First aid boxes are stored in the break-out area which is labelled. We also have in house first aiders.

Indemnity:

The hirer of the room shall keep CIHT notified of:

a) Any loss or damage to the property

b) Any accidents which occur on the premises, particularly any personal injuries.

The hirer accepts all risks of any kind in respect of personal injury loss or damage to the property and CIHT accepts no liability in respect of any such risk.

Once a meeting has ended we will do a check and if there is anything missing the hirer will be liable.

Catering: CIHT does not permit food and drink to be brought in from external sources. We use an external catering company who can change their prices without prior notice. Due to demand and supply catering options can also change at short notice.

You must confirm, via email, final timings, catering and special requirements no less than 5 working days before the scheduled event date. If you do not, we will decide what should be supplied and charge accordingly.

Please refer to our FAQ document for more information which is sent to you in the booking process

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Prior to arrival – Covid 19 protocols

CIHT recommend that you conduct your own lateral flow test at least 24 hours prior to arrival. If you are feeling unwell or have any symptoms outlined on the Government website, we strongly advise you not to come to our office.

We have hand sanitisation stations on arrival in reception and throughout Space@119. We recommend you wash your hands regularly. Materials are also provided to wipe down and disinfect surfaces.

It is optional should you wish to wear a face covering throughout the building.

On arrival to our building we no longer require you to sign in at reception.

Hybrid meetings

We currently do not offer the facility for hybrid meetings such as supplying a camera and microphones.

We do not have a dedicated team member onsite who can provide this type of support.

We do have plasma widescreen screens and offer usage of laptops and meeting rooms have speakers in the ceilings