

Pioneering Care Partnership

Pioneering Care Centre, Cobblers Hall, Carers Way,
Newton Aycliffe, Co. Durham, DL5 4SF
Room Bookings Direct Line: (01325) 327469 Fax: (01325) 301129
Email: enquiries@pcp.uk.net Website: www.pcp.uk.net

Company registered in England no. 3491237
Registered charity no. 1067888

Room Hire General Conditions and Cancellation Policy

General Conditions:

- ◆ The hirer shall be responsible for the maintenance of good order and discipline of their delegates/clients within the centre. PCP reserves the right to refuse entry or remove from the centre any disorderly person or persons or any article, which is a possible source of damage or danger.
- ◆ The hirer shall ensure that equipment will be returned in a good clean condition, free from any damage.
 - Please note that all damages of any kind should be notified to the Facilities Team immediately.
 - PCP reserve the right to recover costs involved with making good any damages caused by the hirer.

Cancellation Policy:

- The applicant on behalf of the organisation and its members and guests agrees to be bound by the conditions of hire and use.
- Notification of any cancellation received in less than **14 days** will incur a 50% charge.
- Notification in less than **5 working days** will incur full charge.
- Buffet cancellation or amendments to buffet quantities will be charged at **100%** unless over **5 working days notice** is given.

Advance Bookings:

Where a client has pre-booked **4 months or over** in advance for **more than 2 sessions**, we will require notification of any cancellations **6 weeks (42 days)** prior to date of session, otherwise the cancellation will incur a 50% charge.

N.B. A working week is from Monday to Friday.