External Meeting Room Booking Terms & Conditions

WorkPad London Limited (company number 13703103), whose registered office is at 17 St. Anne's Court, London, United Kingdom, W1F 0BQ ("WorkPad London Limited", "we", "us"), provides meeting room facilities at its locations on the following Terms & Conditions. By making a booking, you agree to be bound by these Terms & Conditions.

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1. Definitions

- "Booking" - a confirmed reservation of a meeting room at a WorkPad London Limited property.
- "Meeting Room(s)" - the designated room(s) hired for meetings, conferences, or similar purposes.
- "Fees" - the charges payable by you for the use of the Meeting Room(s) and any additional services.
- "Premises" - the WorkPad London Limited location at which the Meeting Room is situated.
- "Catering Services" - any food and/or beverage services ordered in connection with the Booking.
- "Equipment" - audio-visual or other equipment supplied by WorkPad London Limited for use during your Booking.

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2. Booking Process

- A Booking request may be made online, by email, telephone, or in person.
- A Booking will only be confirmed once full payment of the Fees has been received by WorkPad London Limited.
- By submitting a Booking request and paying the Fees, you accept these Terms & Conditions.
- Until payment is received, WorkPad London Limited reserves the right to release the Meeting Room for alternative bookings.

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3. Fees & Payment

- Fees are exclusive of VAT and will be set out in the Booking confirmation.
- Payment must be made by electronic transfer, card payment, or such other method as WorkPad London Limited may reasonably require.
- Any additional services or extensions requested during the Booking will be charged separately.
- Interest of 5% per annum above the Bank of England base rate may be applied to overdue sums outstanding 7 days after the due date.

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4. Changes & Cancellation

- Cancellation or changes to a Booking must be made in writing to team@workpad.co..uk.
- If you cancel less than 48 hours before the Booking, 100% of the Fees will remain payable.
- If you cancel 48 hours or more before the Booking, no cancellation charge will apply.
- No refund will be made for non-attendance or early termination of a Booking.

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5. Use of Meeting Rooms

- Meeting Rooms may only be used for the purposes stated in the Booking.
- Use of the Meeting Rooms must at all times be consistent with **good quality office use** and in a manner befitting a professional business environment.
- You must not use the Meeting Rooms for any immoral, illegal, dangerous, noisy, or inappropriate activity, or for any purpose which may cause nuisance, damage, or disturbance to other occupiers of the Premises.
- You must comply with all applicable laws and with any reasonable instructions given by WorkPad London Limited staff.
- You are responsible for the conduct of all attendees and any damage caused to the Premises, Meeting Rooms, or Equipment.
- Meeting Rooms must be vacated promptly at the end of the Booking. Overtime may incur additional Fees.

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6. Catering & Equipment

- Catering Services may be arranged on request and must be ordered in advance.
- WorkPad London Limited does not permit external catering without prior written approval.
- Equipment is provided subject to availability. WorkPad London Limited does not guarantee compatibility with your devices.

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7. Damages & Liability

- You are liable for all damage or loss caused by you, your guests, or your contractors during the Booking.
- WorkPad London Limited accepts no liability for loss, theft, or damage to property brought onto the Premises.

- Nothing in these Terms excludes liability for death or personal injury caused by negligence, or for fraud.

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8. Force Majeure

- WorkPad London Limited shall not be liable for any failure or delay in performance arising from causes beyond its reasonable control, including but not limited to strikes, lockouts, natural disasters, adverse weather, transport disruption, government action, or utility failure.

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9. Data Protection

- WorkPad London Limited will process personal data provided in connection with your Booking in accordance with its Privacy Policy.

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10. Governing Law

- These Terms & Conditions shall be governed by and construed in accordance with the laws of England and Wales.
- The courts of England and Wales shall have exclusive jurisdiction over any disputes arising under these Terms.
