

### **Booking Conditions**

#### **Booking Forms**

Booking forms should be completed as soon as possible and returned to the Visitor Services Department. Under normal circumstances this should be done at least 2 weeks in advance of the visit. A reservation will be considered confirmed when a signed booking form has been received.

#### **Cancellation**

Cancellation of a reservation must be made in writing and will be effective on the date it is received by the Booking Office. You may cancel your reservation at any time but it would be appreciated if you could let us know as soon as possible. If your visit includes catering you will need to give 24 hours notice or you may be liable for the full cost of your refreshments.

In exceptional circumstances it may be necessary for the Arkwright Society to cancel your booking. Should this happen we will offer an alternative period of accommodation or a full and prompt refund of any payments made. The Arkwright Society Ltd reserves the right to cancel bookings if booking conditions are not observed.

#### **Cost**

The hire of a room in the Cromford Mill Conference Centre is £60 per session + VAT for the Winster Studio, Ribber Room and Derwent Room and £35.00 per session + VAT for the Ible Room and Lea Room. Included in this price is use of OHP, screen, TV and Video plus all the teas and coffee you desire. A session is defined as a morning, an afternoon or an evening. A full working day is £120 and £70.00 per day + VAT respectively. Registered Charities are fifty per cent of the usual charge. For catering costs please ask for the menus.

#### **Times of Arrival/Departure**

Please note when filling in the times on the booking form the arrival time is the time you need access to the building not the time your conference starts.

#### **Damages / Behaviour**

The group leader must notify the Visitor Service Department of any breakage or damage to the building, fixtures or fittings on checking out. If such damage or breakage is deemed by the Arkwright Society to be due to the action of a group member, the organisation or individual will be liable for the costs of repair or making good of such damage at the discretion of the Society. Where group or individual behaviour is deemed to be unreasonable by the Arkwright Society, the booking for a group or any part of it may be terminated. Under such circumstances the group will be required to leave immediately.

#### **Emergency Procedures**

Emergency procedures will be explained to you on arrival. Please do not hesitate to contact us if we can be of any more assistance prior to your visit.