

The Arkwright Society
Cromford Mill, Mill Lane, Cromford, Derbyshire DE4 3RQ
Tel & Fax 01629 823256

Booking Conditions for the Main Site

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 £78+vat per session for the Winster Studio, Riber Room and Derwent Room and £48+vat per session for the 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 £156+vat and £96+vat per day respectively. For catering costs please refer to the menus enclosed with this pack. Hire of a power point multi media projector is available for a fee of £20+vat per session and hire of a laptop is an extra £15+vat.

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.

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PLEASE NOTE: We regret we cannot allow outside caterers under any circumstances. A licence must be obtained if alcohol is being sold and seen to the Arkwright Society's satisfaction.