

# Meeting Room Bookings Terms and Conditions

Here at Generator we have tried to make our terms of business as straight forward as possible. However, if you have any questions, please feel free to contact us at [connect@generatornz.com](mailto:connect@generatornz.com) or speak to our member concierge team on arrival.

## 1. BOOKINGS

Each booking you make will entitle you to the use of the selected meeting room for the selected time. Please only use the room for the time booked - we reserve the right to charge you for going over. Use of these rooms is limited to business meetings up to the capacity of the room and our consent is required for any other type of use.

When you have finished your meeting, please leave the room clean and tidy on your departure. We are entitled to charge you for any damage caused during your use of the room and for any cleaning charges over and above what would be normally expected having regard to the space and its use.

## 2. PAYMENT TERMS

Credit card details are to be provided to confirm bookings. Payment for the full invoice is required within 7 days of booking; if no payment is received the credit card provided at time of booking will be charged.

## 3. CANCELLATIONS

Confirmed bookings cancelled at least 5 working days prior to the booking time will incur no cancellation fee. Confirmed bookings cancelled within 5 working days of the booking will incur a 100% cancellation fee, including any pre-ordered catering.

## 4. ATTENDEE NUMBERS

For fire safety reasons, attendee numbers must not exceed the maximum capacity for the room you will be hiring.

## 5. CATERING

Please contact us for any of your catering requirements, noting that external catering is not permitted in any of our venues.

## 6. SAFETY

Generator staff are responsible for health and safety and Generator reserves the right to terminate your visit should any attendee fail to correct any aspect of poor or unacceptable behaviour. Should this happen, no monies will be refunded to you.

## 7. SMOKING

Smoking is not permitted onsite at any time. If any attendee would like to smoke, including any e-cigarettes, they will need to vacate the building.