

TERMS AND CONDITIONS

You will be met by a member of The Chimney House team on arrival and shown around the building at the specified time, which will be prepared for your event. On departure The Meeting Room will be inspected with the Event Booker by a member of The Chimney House team.

Unless you have specifically arranged a Chimney House event manager to help you for the duration of your event you will be in charge of your own event. You will be expected to arrange tea, coffee and refreshments from the facilities in The Meeting Room which are fully stocked and operational. You will be shown everything prior to your event start time.

Pre-ordered food will be brought into you at the specified time by the restaurant you have chosen through us. You will be advised where to stack empty boxes and used utensils and crockery away and out of view and where to find fresh replacements.

There will always be someone to help on site if needed. The Chimney House Meeting Room runs as a flexible and independent space with the focus on using the space creatively and without interruption. If you require assistance please ask on the ground floor in the offices of LARK.

The Meeting Room shares The Chimney House with 2 offices. 93ft who are on the same floor as The Meeting Room and LARK situated on the ground floor. Please be aware that other people will be working in the building between 9-5 Mon-Fri.

Our house is your house, so please enjoy the space! The Event Booker is responsible for the safe treatment and care of The Meeting Room during the period of the booking. This includes care of equipment, furniture, lighting, crockery, glassware and installations. Any damages will be billed to the Event Booker.

Smoking is not permitted in any part of The Chimney House.

The Chimney House is a unique building and does feature the original staircase from the building's heritage. There is a short staircase to access The Meeting Room.

Please be aware that the cobbled street outside of The Chimney House is a public road leading to Kelham Island Museum, please

be aware of traffic.

The Event Booker is responsible for all users and their activities during the period of the booking.

In the event of a fire or other emergency, the Event Booker is responsible for the safe exit of all users of the room during the period of the booking along the designated escape route.

The Chimney House holds no responsibility for the loss of any property or personal belongings during the period of the booking.

The Event Booker is responsible for the registration of all users of the room during the period of the booking in accordance with Health and Safety Regulations.

Payment in full must be received at least 2 weeks before the date of booking or where otherwise agreed.

All catering must be booked through The Chimney House, and any catering orders must be placed at least two weeks before the date of your booking or where otherwise agreed.

All cancellations must be made in writing and sent to info@thechimneyhouse.com. You will be provided with a cancellation form which must be returned to cancel your booking.

If cancellation occurs within seven working days of the booking, 100% of the full charge will be chargeable. Cancellations before this time will qualify for a re-book option with us. No money will be refunded.

Alterations and cancellations to catering requirements must be put in writing to info@thechimneyhouse.com no less than seven working days before the date of the booking.

Please make Guests of your event aware that there is no car parking directly outside of The Chimney House. There is a large car park available for use across the road. There is also limited street parking available on Alma Street.

The Chimney House reserve the right to cancel any booking at any time.