

Conference rooms

Terms & conditions

General Information

- All visitors to Egerton House must be made aware of all the emergency procedures/fire escape routes. This is the responsibility of the host company. If you are unsure of this procedure, please contact a member of Egerton House staff
- If the fire alarm is activated (continuous ring) please vacate the building by your nearest fire escape route, and make your way to the fire assembly point (one in each car park either end of the building).
- Smoking is not permitted in any part of the building or outside the main entrance/front of the building. All cigarettes must be consumed, extinguished and disposed of in the ashtrays provided. Smoking areas are clearly marked on each side of the dock.
- No alcohol is to be consumed in any of the meeting rooms or common areas unless prior written permission is granted from the Business Manager.
- All visitors must sign in at Reception, stating car registration and time of arrival, and sign out before leaving the building.
- The car park is patrolled by a parking enforcement contractor, any vehicles whose registration is not recorded in the visitors book will be issued with a ticket (see notices outside building for full details).
- In the interests of security to all staff, visitors and Licensees, please do not allow your visitors to roam unaccompanied around the building. The management of Egerton House have the authority to ask unknown/unaccompanied individuals to leave the premises.
- Disabled car parking is clearly marked and should only be used if a disabled car-parking badge is displayed.
- Toilet facilities are located within the main reception area. Disabled toilet at bottom of stairs - A RADAR is key required and can be obtained from Reception.
- Please consider other Licensees and their staff when using the kitchen facilities and do not invite your guests to use this facility whether accompanied by you or not.
- Please use a tray when transporting drinks throughout the building.

Cancellation policy and terms of booking

- 1) An email or written confirmation is required to secure your booking within 24 hours of making a tentative/provisional booking. Should we not receive this, we will be obliged to release the booking.
- 2) If you have to cancel your booking with us the following cancellation charges will apply:

More than one month's notice	No charge
Less than one month's notice	25% charge
One week's notice	50% charge
Less than 48 hours notice	100% charge
- 3) No alcohol is permitted for consumption in any of the meeting/conference rooms without prior written permission from the Business Development Manager. If the consumption of alcohol is required, please state this clearly on the booking form. There is no guarantee that written permission will be granted.
- 4) Confirmation of final numbers is required in writing three days prior to the event.
- 5) all individual requirements regarding layout, catering or other facilities must be requested at the time of booking. Please let us know if there is anything you need and are unsure as to whether or not we provide it.
- 6) The outstanding balance of the account is payable seven days prior to the event or at an agreed date.
- 7) Cheques should be made payable to Egerton House (Wirral) Ltd.
- 8) Please safeguard your property. Egerton House (Wirral) Ltd cannot accept liability for loss or damage to property, death or illness, or injury to persons, unless caused by Egerton House (Wirral)'s negligence.
- 9) The client will be liable for the cost of repairs carried out as a result of any damage caused to any part of the premises or equipment thereon, by the negligence, wilful act or default of any persons invited by you on your behalf.
- 10) Clients must make themselves aware of the fire exists and evacuation procedures prior to the event taking place. Egerton House staff will be pleased to answer any questions you may have regarding health & safety within our building.