



Meeting Room Terms & Conditions

Booking a Meeting Room

Please book meeting rooms by submitting a request to your community team via email, telephone or by attending the front desk of any Huddle building.

We will send you a booking confirmation recording the details of that booking (including the fee payable).

Payment for meeting rooms will be invoiced each month. Alternatively, members can pay for their meeting room booking in advanced via the Huddle Portal.

Changing a Meeting Room Booking

Members can modify their meeting room bookings using the portal up to 48 hours before the scheduled start time. If you do not have access to the portal, you can contact your community team for assistance.

If we need to change your booking, we shall notify you of such change as soon as we can, and you shall be entitled to cancel your booking accordingly. In such an instance, no cancellation fee shall be payable.

Cancellation Policy

Cancellations can be made by contacting the Community team of the Huddle building where your booking was made by telephone, email or in person. Any cancellation made will not be effective unless and until we confirm acceptance of that cancellation by sending you an email confirmation of the cancellation.

When the booking is cancelled 48 hours in advance, 0% cancellation fee is applied. Between 48 hours and 24 hours, 50% cancellation fee is applied. Less than 24 hours, 100% cancellation fee is applied.

Unauthorised use of meeting rooms and other bookable facilities

Huddle reserves the right to charge for a minimum of one hour in the scenario of Members occupying meeting rooms or other bookable facilities. In the instance of repeated offences Huddle do reserve the right to take further actions including but not limited to removing meeting room credits.



If you wish to make any changes to your booking, you can do so by notifying the Community team either in person or by telephone.

Please notify us of any changes as soon as possible. We will let you know if the change is possible and, if so, we will let you know about any changes to the fee payable in respect of such booking or anything else arising as a result of your requested change. We will then ask you to confirm whether you wish to go ahead with the change. If you do not wish to go ahead with the change, your booking shall remain unaltered unless you wish to cancel your booking.

There may be occasions where, due to circumstances beyond our control, your booking may be affected. We reserve the right to make any changes necessary to your booking until such time as we are able to resume normal performance.

If we need to change your booking, we shall notify you of such change as soon as we can, and you shall be entitled to cancel your booking accordingly. In such an instance, no cancellation fee shall be payable.

Catering services

In addition to making available meeting rooms, we may (depending in which Huddle building you are making a booking) make available to you catering services. Prior to the date of your booking, we will let you have details of the catering services available in the relevant Huddle building so that you may pre-order any required food or beverages.

If catering services are provided by us at the Huddle building then, unless we agree otherwise at the time of a booking, any food or beverages to be consumed in a meeting room must be purchased through the catering services offered to you at the Huddle building.

Any amounts payable in connection with the catering services ordered or any charges applied will be payable on your next invoice.

Respect

We expect all Huddle Members to interact with one another and with our staff in a respectful and professional manner. Any incidences of harassment or inappropriate behaviour and language will result in an offender being prohibited access to all Huddle buildings and (where applicable) having membership cancelled.