

Impact Hub Islington Space Booking Policy

1. Overview

Our address is 27 Dingley Place, EC1V 8BR, London

The spaces available to hire are:

Boardroom (max 10 people)

Workshop (max 30 people)

FlexSpace ground floor (max 100 people)

2. Boardroom bookings

- 2.1. The Boardroom can be booked during business hours Monday-Friday 9am to 6.30pm and out of hours bookings can be made Saturday-Sunday 10am to 6pm. All bookings must be for a minimum of 1 hour.
- 2.2. Charges for the Boardroom include high speed Wi-Fi, flipchart/whiteboard, projector and unlimited Tea/Coffee.
- 2.3. For bookings outside of our regular opening hours (9am – 6.30pm Mon-Fri), a trained events host will be on site for the duration of your event.
- 2.4. The Boardroom radiator must be turned on manually if used out of hours, if you think you may need heating, please contact the Hub for further instructions.
- 2.5. The Boardroom can be used only from the time it is booked. It is possible to extend the booking if there is availability and if confirmed by a member of the Impact Hub Islington team.
- 2.6. If your usage exceeds the time period booked, Impact Hub Islington reserves the right to charge an overrun fee. If your overrun usage affects another booking, Impact Hub Islington will charge the full cost of the booking affected.
- 2.7. Impact Hub Islington is a co-working space and during opening hours all space in the premises other than the meeting rooms is reserved for members. Due to this reason and the fact there is no dedicated waiting area, we ask the booking party to not enter the premises more than 15 minutes before your booking time.

3. Workshop bookings

- 3.1. The Workshop can be booked Monday-Friday 9am – 10pm, weekends 10am – 6pm for a minimum of 3 hours. Evening hours on weekends are available subject to agreement.
- 3.2. Charges for the Workshop include high speed Wi-Fi, flipchart/whiteboard, projector and unlimited Tea/Coffee.
- 3.3. For bookings outside of our regular opening hours (9am – 6.30pm Mon-Fri), a trained events host will be on site for the duration of your event.
- 3.4. Any event consisting of more than 20 delegates may require additional hosting. If this applies to your booking, please contact the Hub to make specific arrangements and discuss costs.
- 3.5. The radiators are set on timers and thus may not be on during out-of-hours bookings. If needed, the onsite host will provide you with heaters.
- 3.6. The Workshop can be used only from the time it is booked. It is possible to extend the booking if there is availability and if confirmed by a member of the Impact Hub Islington team.
- 3.7. If your usage exceeds the time-period booked, Impact Hub Islington reserves the right to charge an overrun fee. If your overrun usage affects another booking, Impact Hub Islington will charge the full cost of the booking affected.
- 3.8. Impact Hub Islington is a co-working space and during opening hours all space in the premises other than the meeting rooms is reserved for members. There is no dedicated waiting area and we, therefore, ask the booking party to not enter the premises more than 15 minutes before your booking time.

4. FlexSpace bookings

- 4.1. The FlexSpace can be booked on Mon-Fri evenings 7:30pm-9:30pm, weekends 10am-6pm. Evening hours on weekends are available subject to agreement.
- 4.2. The minimum booking on weekdays is 2 hours and on weekends 4 hours.
- 4.3. Charges for the FlexSpace include one trained events host, high speed Wi-Fi, flipchart/whiteboard, projector and unlimited Tea/Coffee.
- 4.4. Any event consisting of more than 20 delegates may require additional hosting. If this applies to your booking, please contact the Hub to make specific arrangements and discuss costs.

- 4.5. The Hub will provide a trained host for your event, who takes responsibility for:
 - 4.5.1. Making you and your guests feel welcome
 - 4.5.2. Support the event with technical equipment and whiteboards etc.
 - 4.5.3. Advising you on room setup
 - 4.5.4. Health and safety
- 4.6. You, the organiser, are responsible for
 - 4.6.1. Providing a list of attendees to the Hub prior to the event
 - 4.6.2. Delivering the event and ensuring external parties are happy
 - 4.6.3. Rearranging and tidying the space after you have used it
- 4.7. The FlexSpace space cannot be used for events before 7:30pm on weekdays as members pay for the right to work until 6.30pm. If you wish to begin your event prior to 7:30pm, please contact the Hub to discuss.
- 4.8. The radiators are set on timers may not be on during evening and weekend events. If needed, the onsite host will provide you with heaters.

5. Payment and Cancellation policy

- 5.1. Boardroom and Workshop: Payment is due in full by credit card at the time of booking. If you cancel your booking 14 or more calendar days prior to your event date, you will receive a full refund to the card originally used to pay for the booking. (Impact Hub members will receive a credit note on their next invoice). If you cancel your booking less than 14 days prior to your event date, you will be charged the full price for the booking, including any additional services requested at the time booking was made.
- 5.2. FlexSpace: Payment is due in full by credit card at the time of booking. The total amount will include a 20% non-refundable deposit. If you cancel your booking 21 or more calendar days prior to your event date, you will receive an 80% refund to the card originally used to pay for the booking. If you cancel your booking less than 21 days prior to your event date, you will be charged the full price for the booking, including any additional services requested at the time booking was made.
- 5.3. Any request for cancellation of a booking must be in writing

6. Impact Hub Islington community guidelines

- 6.1. You agree to take responsibility for the behaviour of all participants in the booking party and to ensure they are aware of these community guidelines.
- 6.2. You agree that you will ensure that the booking party participants will not perform any activity that is disruptive, damaging or dangerous to other users of the premises or their personal property, to staff or Impact Hub Islington property. Impact Hub Islington reserves the right to charge you for the repair cost for any damage caused by any participant to the Premises or any furniture or equipment within the premises.
- 6.3. If there is reason to believe that any participant in the booking party has failed to comply with the provisions of the Community Guidelines set out in clauses 6.1 - 6.4 then Impact Hub Islington may at its sole discretion require participants to leave the Premises with immediate effect.

7. Health and Safety

- 7.1. You agree that you and all participants will abide by the health and safety policies itemised as part of this section.
- 7.2. You will not exceed the meeting room or event space capacities which are: Boardroom 12 people, Workshop 30 people, and FlexSpace 100 people.
- 7.3. In the event of a fire alarm, all participants will follow the fire evacuation procedure. (link) [See fire escape procedure here](#)

8. Limitation of Liability

- 8.1. Except in respect of death or personal injury due to negligence for which no limit applies, the entire liability of Impact Hub Islington to any participant in any Booking Party in respect of any claim whatsoever or breach of these T&Cs whether or not arising out of negligence, shall be limited to the fees paid by You for the booking to which the claim relates.
- 8.2. In no event shall Impact Hub Islington be liable to You or any participant in Your Booking Party for any loss of business, loss of opportunity or loss of profits or for any other indirect or consequential loss or damage whatsoever.
- 8.3. Where Impact Hub Islington uses the service of any agent or third party connected to the Booking, Impact Hub Islington does not give You any warranty, guarantee or indemnity for the services that such agent or third party provides to You.

8.4. Impact Hub Islington is not liable for any loss of property incurred during the booking by any participant in the booking party.