

# Wilson Carlile Centre

conferencing & accommodation in the heart of Sheffield

## WILSON CARLILE CENTRE

### ACCOMMODATION TERMS AND CONDITIONS

“Wilson Carlile Centre” is a trading name of Church Army, a company limited by guarantee no 37169 and registered charity no 226226 whose registered office is at Wilson Carlile Centre, 50 Cavendish Street, Sheffield, S3 7RZ.

#### Single Bookings

A credit/debit card is required to secure your booking. No payment will be taken until the day of arrival.

For long term stays, the full balance will be due on arrival.

#### Cancellations of single bookings

A credit or debit card is required to secure your reservation. There will be no cancellation charge if a booking is cancelled before 09:00 GMT 1 day before your date of arrival. If the booking is cancelled later, or in the case of a no show, the first night will be charged.

#### Group bookings

A £500.00 non-refundable deposit is required upon booking. Full balance will then be due on the arrival date.

#### Cancellations of group bookings

Cancellations or amendments can be made up to 14 days prior to the arrival date – no cancellation charge will be made, except for the non-refundable deposit.

#### Health and Safety

Wilson Carlile Centre does not accept responsibility for any loss or damage to property arising out of the holding of a function or any injury which may be incurred by any persons during the holding of a function arising from any cause whatsoever. Nor shall Wilson Carlile Centre be responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, government restriction or act of God which may cause Wilson Carlile Centre's premises to be temporarily closed or the function interrupted.

**Personal property including vehicles and contents**

Wilson Carlile Centre does not accept responsibility for the property of customers or guests. A coat rack will be provided for the convenience of guests but any goods deposited are left at the owners risk and without liability on the part of Wilson Carlile Centre.

**Smoking policy**

Wilson Carlile Centre operates a no smoking policy in all its rooms and also in the garden and quad. Smoking is permitted in the rear car park and outside the front door, where ashtrays are provided. Please inform your delegates of this policy and ensure that they do not smoke whilst they are in the building.

**AGREEMENT – GROUP BOOKINGS**

**Please quote the following group reference no.....**

I agree to the above Terms & Conditions regarding our group booking at the Wilson Carlile Centre on the ..... (Date of event) and agree to pay a non-refundable deposit of £500.00 within 14 days.

Please contact us for payment options.

Signed ..... Position .....

Print Name .....

On behalf of ..... (Company Name)

Date .....

Please return a copy of the signed Terms & Conditions, with your deposit (if appropriate) to:-

Church Army  
Wilson Carlile Centre  
50 Cavendish Street  
Sheffield  
S3 7RZ  
Tel 0300 123 2113