

## Terms & Conditions

### Room bookings

Provisional bookings may be made by telephone, fax or e-mail or in person. A letter will be sent confirming the details of the booking and, until a copy of this letter is signed, the booking will remain provisional. Rooms are available from, must be vacated by, the time specified on the booking form.

The hirer will be liable to make good any damage resulting from the booking.

### Hire of equipment

All rooms will be equipped with a flip chart, smartboard or overhead projector. Any other equipment will only be supplied if requested on the booking form and agreed.

### Cancellations

If a booking is cancelled without 10 days written confirmation, the full room hire charge will be made.

### Security, health and safety

Users are expected to ensure that all participants conduct themselves in a safe and professional manner and comply with the arrangements provided for their safety.

All accidents must be reported to reception immediately.

### Catering arrangements

Tea and coffee will be available throughout the day at a cost of £1 a head.

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## Excellence through training



Quest is an equal opportunities employer



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# ROOM HIRE



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## ROOM HIRE



Neptune House is ideally situated in a quiet courtyard in Ilford town centre, close to public parking facilities, good transport links to all parts of East London including Liverpool Street and easy access to the M11 and M25 motorways.



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## ROOM HIRE

### Training/meeting rooms

<b>Mercury</b>	<i>Seats 20 - 22 people</i> Whole day £250 Half day £150
<b>Minerva</b>	<i>Seats 8 - 10 people</i> Whole day £180 Half day £120
<b>Vesta</b>	<i>Seats 6 - 8 people</i> Whole day £150 Half day £90
<b>Apollo</b>	<i>Seats 8 - 10 people</i> Whole day £160 Half day £100

### Computer training room

<b>Zeus</b>	<i>12 workstations</i> Whole day £400 Half day £250
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## ROOM HIRE



### Additional facilities provided on request

- Finger buffet/sandwiches\*
- Photocopying, faxing, e-mail
- Smartboards
- TV/video
- Complimentary notepads and pens

*\* Please note that products offered on the buffet menu may be subject to slight change. Prior notice of any change will be given where possible*

**For more information ring  
020 8911 0760 or visit our website  
at [www.quest4training.com](http://www.quest4training.com)**

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