



## **Booking Terms and Conditions**

### Booking and Payment Terms:

Workspace, Event Spaces, Catering Packages and Culinary Classes must be reserved and paid for in advance to secure the booking.

### Cancellation Policy:

Please provide the specified hours of notice of cancellation to Wrkbay before the scheduled date. Cancellations made with less than the specified notice will not be eligible for a refund.

Workspace	24 hours
Event Space	48 hours
Catering Packages	48 hours
Culinary Classes	non-refundable

### Rescheduling:

To reschedule events or meetings, please notify the venue at least 24 hours prior to the scheduled date.

Culinary Classes may be rescheduled at least 72 hours before the class. If you cannot attend your class, you may transfer your booking to a friend.

### Food and Beverages:

Please note that the venue does not allow guests to bring outside food and beverages.

### Events:

The maximum capacity of the event space must not be exceeded, and the set up must be in accordance with the venue's regulations.

Any decorations or alterations to the event space must be approved by the venue in advance. The venue may prohibit the use of certain items such as tape, nails, and confetti.

### Liability:

Wrkbay will not be liable for any loss, damage, or injury that may occur during the event.

### Smoking:

Wrkbay is a non-smoking area.

### Compliance with Laws:

The person booking the event space is responsible for ensuring that the event/ meeting complies with all relevant laws and regulations.

*Refunds are processed within 10 working days. These terms and conditions are provided for general guidance and are subject to change. It is important to review the specific terms and conditions of the venue before making a booking. For more information please email [info@wrkbay.com](mailto:info@wrkbay.com) or call +971 4 214 9000.*