

# **Booking terms and conditions 22/01/16**

## **CONDITIONS OF HIRE AND GENERAL INFORMATION**

1. Rooms are let on the basis of 3 hour sessions; morning, afternoon and evening. Additional time may incur additional charges.
2. A data Projector, OHP, video player, slide projector, Flip Chart and lectern are usually available.
3. A tea/coffee trolley can be provided, but must be pre-booked.
4. Bookings include the use of the kitchen, crockery, cutlery, towels etc.
5. Limited car parking MAY be available at the rear of the building and will be allocated by the wardens at the time of booking. Parking is at owners risk.
6. Hot food MAY NOT be consumed in the Meeting Room and other food may only be consumed in the Meeting Room with agreement of the wardens. A cleaning charge may apply.
7. For evening groups, tea/coffee may be consumed in the Meeting Room upon the payment of £5.
8. Gaming and the consumption of alcohol are not allowed in the buildings or grounds.
9. Smoking is only permitted in the area adjacent to the bike stand.
- 10.No naked flames or candles to be light without permission.
- 11.The building to be vacated by 10pm
12. The car park to be vacated by 10.15pm.
- 13.Hirers are responsible for leaving the premises clean and tidy.
- 14.Property left on the premises (lost property) will be kept for one month and then disposed of.
- 15.The landlord may cancel any hiring without notice where it is considered necessary. In the event of the hiring being cancelled by the landlord, all fees will be refunded. The Landlord shall not be held liable or required to pay compensation for any loss sustained as a result of the cancellation.
- 16.The landlord reserves the right to decline any application without giving a reason therefore.
- 17.FIRE EXTINGUISHERS are provided at the EXITS and in the kitchen. There is a FIRE BLANKET in the kitchen.
- 18.There is a FIRST AID BOX in the kitchn – all accidents should be reported to the wardens and recorded in the ACCIDENT BOOK located in the kitchen

## **Booking Terms:**

### **The Landlord will:**

1. Grant access to the premises for the term of letting specified.
2. Provider services normally available on the premises.
3. If the Hirer notifies the Landlord of his wish to cancel a booking less than 6 weeks before the date thereof, the Landlord will refund 50% of the fees paid. Full refund applies if over 6 weeks' notice is given.
4. Refund the full Letting Fee in the event of cancellation by the Landlord.
5. Refund the full letting fee in the event of the failure of services or equipment which necessitate the cancellation or abandonment of the letting by either the Hirer or the Landlord.

### **The Hirer will:**

1. Be responsible for making arrangements to insure against any third party claims which may lie his/her organisation whilst using the Meeting House. The Landlord is insured against claims out of the Landlords own negligence.
2. Be responsible for making arrangements to insure against any loss or damage to property or personal possessions brought on to the property by the Hirer or any other person who attends the premises in connection with any meeting carried on by the Hirer or on his behalf. The Landlord can not be insured against such claims.
3. Report any damage to or spillage upon the premises or contents to the Wardens. Hirers may be required to pay the cost of any necessary repairs, replacements or specialist cleaning.
4. Not permit the premises to be used for the sale of goods in the course of any business or profession.
5. Not assign or sub-let the premises.
6. Not do any thing on the premises or land attached thereof which may vitiate any insurance on the premises or contents or cause any public nuisance.
7. Remove any articles brought to the premises by him and not to attach any banners, bills or poster to any part of the premises without the Wardens' permission.
8. The Hirer must be over 18 of age and shall be the person by whom this form of application is signed. Such person shall be liable and be responsible for the fees payable in respect of the hiring and for the

observance and performance in all respects of the conditions and stipulations contained herein and in the part of this form entitled "Conditions of Hire and General Information".

9. Ensure that any electrical equipment brought onto the premises has been P.A.T. tested.
10. Pay a 50% cancellation fee for cancellations of bookings not less than 6 weeks before the date thereof.
11. Pay a 25% rebooking fee for a date change for a hire due within 6 weeks.