

BOOKING TERMS AND CONDITIONS FOR REGULAR BOOKINGS

1. Bookings can be made under a regular booking agreement and will be charged at the applicable regular booking rate for block bookings of 6 sessions or more.
2. For bookings of 2 hours or more per session, the Hirer may have access to the premises for up to 30 minutes before the booked start time and for no more than 30 minutes after the booked end time to allow for preparation and clearing up. For bookings of less than 2 hours duration, this access will be for no more than 15 minutes either side of the booked time slot, unless specifically agreed otherwise and noted in 'Special Conditions' on the booking form.
3. The hire of the premises includes use of the main hall, kitchen and toilets but excludes access to or use of any other areas, unless specifically agreed otherwise and noted in 'Special Conditions' on the booking form.
4. Hire fees are payable half-termly in advance and payments are due on or before the first Monday of each half-term. The Group Treasurer will issue an invoice and advise the Hirer of acceptable methods of payment. If a session is cancelled by the Hirer with a minimum of 14 days notice, credit for any cancelled sessions can be carried forward and deducted from the next invoice. The Group will notify the Hirer of any disruption or closure of the building affecting any booked sessions as early as possible and will apply a credit to the following invoice for any booked sessions that need to be cancelled under these circumstances.
5. After the first term/block as stated on the booking form, further term/block booking dates must be notified to and confirmed by the Bookings Secretary before the start of each term/block, preferably by the end of the previous term/block.
6. A front door key for the premises will be supplied for use only by the Hirer. The first invoice will include a £10 key deposit, refundable at the end of the hire period on return of the key. It is strictly forbidden to make, or have made, copies of the key. The Hirer agrees to notify the Group immediately if the key is lost or damaged and may be liable for any and all costs incurred in replacing relevant locks and keys.
7. The Hirer is responsible for leaving all areas used during the hire period in a clean and tidy condition and for the removal and disposal of all rubbish.
8. The Hirer is responsible for the cost of repairing any damage caused, replacing furniture or fittings lost or damaged, or for deep cleaning of the building due to misuse if this is deemed necessary. The cost of such cleaning and/or disposal of any rubbish left behind will be invoiced separately and will be charged at cost.
9. The entire premises and grounds are non-smoking areas.

10. The Hirer is responsible for the proper conduct of all persons using the premises during their booked sessions.
11. The Group does not accept responsibility or liability for any damage or loss of property for items that are placed or left on the premises.
12. The cost of providing heating, where required, is included in the hire fee. The heating controls on site must not be interfered with in any way and any adjustments required must be requested via the contact numbers provided adjacent to the heating controllers.
13. The Hirer must make themselves, and anyone using the building during their booking, familiar with the fire procedures for the premises and must inform the booking secretary of any factor which involves additional risk. The Hirer is responsible for complying with all health and safety, fire, security and safeguarding requirements & regulations, ensuring appropriate risk assessments, understanding and insurance cover (including public indemnity) are in place. Satisfactory proof of any relevant insurances, assessments and policies must be provided to the Group Bookings Secretary prior to the commencement of a regular booking agreement and on the request of the Group at any other time.