



## Booking Form for room hire

Room hire rates start from £25.60 per hour for regular bookings. It includes use of tables and chairs. Please indicate how many you require at the bottom of this form. If your booking is out of normal office hours (after 5pm) there will be an additional charge of £30 for opening and locking of the building (unless you are a key holder)

Name of hirer/contact name	
Address	
Phone Number (inc mobile for emergency contact)	
Email address	
Website	

Please describe the nature of your event and how many people you expect to attend	
Conyers or Wellfield Road	
Date	
Times	From                      until
Agreed rate	£

**R=Room hirer P=Party booking**

### Terms and Conditions:

- Your booking is not secure until full payment is received. You will receive an invoice via email.
- Out of hours bookings (after 5pm and weekends) will attract a surcharge £30, unless you are a keyholder.
- A £30 deposit per set of keys will apply to **regular room** hirers. This will be refunded upon termination of contract when the key is returned alongside all outstanding payments.
- **Regular bookings will be invoiced in advance and payment is due within 14 days of the date invoiced. Failure to pay on time will result in loss of access to the premises. Room hirers who are persistently late or refuse payment, SYCT reserves the right to terminate the agreement with immediate effect.**  
**\*Where a regular hirer is more than 10 days in arrears of hire charges without prior agreement, SYCT reserves the right to give 21 days' notice to termination the agreement.** If arrears are still not paid in full by the end of the notice period, then the contract is terminated. A 20% charge will be applied in addition to the contracted hire charge for each week the hirer is in arrears.
- **(R) Time should be incorporated within your booking time for setting up and clearing away. It is your responsibility to satisfy yourself that the venue is suitable for your needs.** Contractual hire times must be strictly applied. This is to ensure that other hirers and SYCT are able to make use of premises as required. Any hirer accessing hired premises earlier than contractually agreed and leaving later than contractually agreed will be required to pay for the extra time premises are used. Charges will be on an hourly basis. The hirer will be charged a full hour for each hour or fraction of an hour of extra use at the beginning or end of a session.
- **Any repeated overstaying beyond the contractual hire time without required payment as agreed with SYCT will result in termination of hire contract in accordance with termination terms set out within these terms and conditions agreement**

- Hirers are restricted to use of the rooms / facilities stipulated in their hire contract. Use of additional rooms and facilities is not permitted. If hirers require use of additional rooms and facilities this must be agreed with SYCT, and additional hire charges will apply.
- Hirers are only permitted to access the facilities only on paid contractual days and times.
- **(R/p)** Belongings are stored at owner's own risk. SYCT is not liable for any loss or damage to stored goods whether through accident or other eventuality. Stored goods left at SYCT at termination of hire contract, will be disposed at the end of 28-day period following the termination of a hire contract.
- Any amendments to your booking such as increasing/decreasing hours or cancelling your session need to be requested in writing and authorised beforehand.
- **(R/P)** The room must be left clean and tidy, and all furniture neatly stacked. Cleaning materials are available in the kitchen.
- **(R/P)** All rubbish must be left in refuse sacks and left tied up. You can find spare bin bags under the kitchen sink.
- All fire doors must be kept closed and clear of obstruction.
- The first aid kit and book are located in the kitchen. If you administer first aid, please record it in the first aid book.
- **(P)** If you are booking entertainment, we strongly advise that you ask to see a copy of your suppliers' current public liability insurance certificate and enhanced DBS certificate if appropriate
- **(R/P) Smoking is not permitted inside or immediately outside any of our sites. Please advise smokers that they must move at least 10 meters away from the building should they wish to smoke.**
- **(R/P)** All children must be supervised at all times.
- **(R)** Cancellation policy: **Any cancellations for regular bookings must be made within a minimum of 14 days' notice for a credit or refund to apply**
- **(R/P)** We reserve the right to decline a booking if we feel it is not suitable for our community venue.
- **(R/P)** We reserve the right to amend or cancel any booking with 14 days' notice at any time.
- **(R/P)** SYCT, its staff and Trustees will not be liable for any loss, costs, damage, or liabilities caused or arising to the extent they can be excluded or limited at law. SYCT will not be liable if the venue is unavailable due to reasons outside of our control
- **(R/P) The person making this booking takes responsibility for the guests attending the activity. Please leave the building swiftly and quietly. Please consider our neighbours.**
- **(R/P) SYCT will not accept any verbal and/or physical abuse from hirers and/or their visitors/guest towards staff. The appropriate action will be taken which may involve the police.**

Extra items £5 per item

Flip chart stand, paper and pens

Please indicate the number of tables and chairs you require

Tables (state number)

Chairs (state number)

**You will be provided with a copy of our FIRE EVACUATION PROCEDURES and an emergency contact telephone number on the first day of your booking. The telephone number can also be found on our health and safety notice board. It is your responsibility to familiarise yourself with it.**

I have read and understand the booking conditions.

Signed:

Date:

Please return this form to: [angela@syct.org.uk](mailto:angela@syct.org.uk)/ [contactus@syct.org.uk](mailto:contactus@syct.org.uk) or post to 16 Wellfield Road, London, SW16 2BP.