

# **Booking & Venue Hire Conditions**

## **Booking Conditions:**

- The Hirer must be a minimum of 21 years of age and must not assign the agreement to another person.
- All bookings should be made via our Hallmaster booking facility. Hire will not take place without acceptance of these terms and conditions.
- The Hirer must ensure all Health & Safety and Fire Precaution regulations are always followed including the capacity.
- No events to continue after 10pm.

## **The Hirer is Responsible For:**

- All charges relating to the hire of the building and the cleaning costs relating to the period of hire, should the venue not be left in the same condition as it was found.
- Any damage incurred to property/equipment must be reported immediately to the Duty Caretaker on the day and to Streatham Youth & Community Trust ASAP.
- Ensuring that the maximum number of people in the hall/room is not exceeded at any given time (should the number be exceeded, Streatham Youth & Community Trust takes no responsibility, and the Hirer will be held responsible and accountable).
- Arriving and leaving at the times specified on the Booking Form (we reserve the right to charge the Hirer for longer use or for inconvenience to other users).
- Ensuring that noise is kept to a minimum.
- Please ensure your guest are always respectful of our Streatham Youth & Community staff, threatening & abusive behaviour will not be tolerated.

## **Cleaning & Responsibility:**

- The Hirer is responsible for providing cleaning materials for cleaning the tables and black bin bags to dispose your rubbish.
- A broom, dustpan, mop & bucket will be available on site, please ensure our cleaning equipment is put back after use.
- Furniture should be put back as it was found, with tables & chairs stacked neatly.
- All Rubbish should be disposed of in the appropriate bins outside.

## **Entertainment, Liability, Health & Safety**

- You will be informed of our fire evacuation procedures and emergency contact details. It's your responsibility to familiarize yourself with this information.

- All hirers must provide proof of Public Liability Insurance (Depends on bookings).
- If hiring entertainment, request to see public liability insurance and enhanced DBS certificates if needed.
- Ensure all electrical equipment used on premises is PAT tested and used correctly.
- Ensuring that their guests/participants have left the premise quietly and closing the external doors after the event/function.
- Streatham Youth & Community Trust Ltd is not liable for any injury, damage, or loss during your hire.

## **Booking and Payment**

- All bookings via our online booking system (Hallmaster) must be paid in advance via BACs (please use invoice number provided), you will receive payment details/invoice after confirming your booking dates & times.
- The Hall/Rooms should be vacated at the end time agreed on the date(s) of Hire, and all activities must cease at the agreed time. Additional time incurred will be charged and deducted from the deposit.
- **All Set-up & cleaning time must be included within your stated booking times**

### **One-off Hiring:**

- A refundable **deposit of £50**, plus an out-of-hours **fee of £30**, is required in **CASH** to be paid on the day of the event, totalling **£80.00**. Please note that only the **£50 deposit is refundable after inspection**.
- Any time exceeding your booking will incur a charge of £10 per additional 10 minutes.
- The venue must be left clean, including sweeping the floors and disposing of rubbish. Failure to do so may result loss of deposit.

### **Regular Hiring:**

- For bookings longer than 10 weeks, please contact us for pricing.
- Regular bookings will be invoiced 1<sup>st</sup> of each month in advance, with payment due within 15 days.
- Late payments will incur a £50 fine.
- A refundable **deposit of £100** is required to secure your regular booking and cover any damages or extra cleaning costs. This will be returned after inspection.

## **Cancellation & Changes**

- Cancellations less than 7 days before the event will incur a charge.
- Any changes must be requested via our online booking system Hallmaster or contact us.

## **Facility Use**

- Smoking is not allowed inside or near the building (minimum 10 meters away).
- All children must be supervised at all times.
- Selling of alcohol is not permitted
- Hirers may only use blue-tack on our walls to put up decorations (i.e. balloons). Do not use sticky tape or staples.

**By booking with us, you agree to adhere to these terms and conditions.**