

## Hire of rooms: Terms and Conditions.

### Booking:

Please use our online booking system to reserve your room at Calon y Fferi Community Centre <https://www.calonyfferi.org/facilities/meetings-and-events> If you are unable to do so, please call the office on 01267 874040 or email [manager@calonyfferi.org](mailto:manager@calonyfferi.org) to request a booking form.

The Rooms may only be used for the purposes stated on the booking request, and only the area(s) booked may be used. The Hirer shall not sub-hire the premises or allow the premises to be used for any unlawful or unauthorised activity. The Hire (or their Authorised Representative, who must be over the age of 21 years) should be on the premises for the duration of the booking.

Calon y Fferi management reserves the right to refuse a booking without giving a reason, and the right to cancel any booking if our Terms and Conditions are not complied with.

The Hirer is responsible for clearing away and returning the room to the condition it was found in. Please allow sufficient time for this during your booked time.

Additional charges may be incurred for use of facilities or time not agreed in advance.

### Booking Charges:

Individual Rooms may be booking separately or together. Current booking charges are available on our website. You will receive an invoice when your booking is confirmed, we request this is paid in full within 7 days of receipt, or 48hrs before the booked time, whichever is sooner.

### Cancellation:

**Non-cancellation:** failure to cancel a booking will result in hirer being charged in full.

**Less than 48 hr notice:** Cancellation of bookings within 48 hours of the booking will be charged at 60%.

**Over 48 hr notice up to 7 days notice:** Bookings cancelled with less than 7 days' notice but over 48 hours of the booking will be charged at 30%.

Cancellations with more than 7 days notice prior to the booking will result in no charges.

### Fire regulations and First Aid:

Please be aware of fire regulations ([Regulatory Reform \(Fire Safety\) Order 2005](#)) and familiarise yourself with fire escape routes and location of nearest fire extinguisher and first aid box. The hirer is responsible for informing participants/guests of this and is responsible for safe evacuation of same in the event of a fire or other emergency. An evacuation notice is present in the room.

The Hirer should not obstruct or permit the obstruction by persons or property of any Fire Exit, gangway, passage, stairway or flight of steps either inside or outside the venue.

## **Maintenance of Order:**

The hirer must accept responsibility for and agree to maintain good order during the time the hirer is occupying the building or any part thereof. This includes not causing nuisance, loss or inconvenience to other tenants and users of the building.

## **Safeguarding:**

The hirer should have a relevant DBS for any regulated activities or events involving children or vulnerable adults and evidence of this must be provided to Calon y Fferi on request.

The hirer should conduct an appropriate risk assessment, and evidence of this must be provided to Calon y Fferi on request.

## **Indemnity or Damage:**

In the event of any damage, however slight, being done to the premises or any of the furniture and equipment therein, whether by the hirer or his guests/delegates, the expense of making good will be the responsibility of the hirer.

Any requirement for excessive cleaning after a Hirer's event will incur an additional charge consistent with the cost of remediation.

The hirer agrees to accept full responsibility for and to indemnify Calon y Fferi against all claims made in respect of any accident, loss or damage to any property brought into the site by the hirer, the hirer's guests, or any other person(s) invited by the hirer or not who attends the building in connection with the booking.

Calon Y Fferi takes no responsibility for the security or insurance of company/organisation/personal property left in the charge of any person employed or authorised by Calon Y Fferi.

All property that has been brought into the premises by the hirer or any person on his behalf for the purpose of or in connection with the hiring must be removed immediately after the hire.

It is the responsibility of the hirer to take out your own insurance, as Calon Y Fferi is responsible for Public Liability cover only.

## **Right of Entry:**

Calon y Fferi reserves the right of entry into the hired building and a right to refuse admission or to remove any person from the building without stating a reason.

Calon y Fferi reserves the right to cancel the hiring of the hired premises and any equipment without paying compensation and without incurring liability in respect of such cancellation.

There is no intention on the part of Calon y Fferi or on the part of the hirer to create a tenancy of any sort by entering into this agreement.

The building is defined as the address of the premises in which the hired premises are situated. The hired part of the building is defined as that part of the building hired under the terms of this agreement.