

109 St James Road
Northampton
NN5 5LD
Tel: 01604 586384



BOOKING TERMS AND CONDITIONS

A refundable deposit is payable when booking for evening and weekend hire, and one form of photo ID must be presented, i.e. passport or driving licence.

PLEASE ENSURE THAT ALL YOUR ATTENDEES ENTER THEIR CAR REGISTRATION INTO THE TABLET ON RECEPTION. FAILURE TO DO SO WILL RESULT IN A PARKING FINE BEING ISSUED.

Please be aware that by signing below you agree to the following terms

1. You must ensure when booking that sufficient time is allowed for preparation / clearing away. All property of the hirer must be removed from the premises at the termination of the booking and the premises must be left in a clean and tidy state. Please ensure that all rubbish is removed from the site by yourselves and not left outside the building.
2. Only the area hired for use and the toilets form part of the contract and you are responsible for ensuring that access is denied to other areas.
3. No liquor for consumption or sale must be brought into the premises.
4. Please respect our local residents living near the Centre during your event and whilst entering and leaving the Centre by keeping noise to a minimum.
5. Please note that you, as the hirer, are responsible for the evacuation of the group in the event of the fire alarm activating during your hire. Please observe fire safety notices and requirements at all times and report any issues immediately.
6. Any damages incurred during your booking will be charged to you along with your deposit being retained.
7. A minimum of 7 days' notice is required for cancellation of the booking or the full price including the deposit will be charged.
8. Please note, as the hirer, you are responsible when using the Centre to ensure that at least one of your team is a trained first aider as our first aid responsibilities are discharged upon hire.
9. Children must be supervised at all times and should remain in the room of hire unless accompanied by a responsible adult. At no time should children be allowed to wander around the building or leave the premises unaccompanied.

10. You must ensure that all emergency exit doors and corridors are kept free from obstructions.

I confirm that I have been fully informed of the above requirements when booking the Doddridge Centre. (Contravening this may mean your booking is cancelled / additional fees are payable)

Organisation-----

Print Name _____ Signature _____

Date _____

