DODDRIDGE CENTRE – BOOKING TERMS AND CONDITIONS

When you book a hall, pay a deposit or hire fee, collect keys, or use the hall, you are agreeing to these Terms and Conditions. If you do not agree, please do not proceed with the booking.

- You must allow sufficient time within your booking for preparation and clearing away. Any overrun will be charged at the applicable rate. All property must be removed at the end of the booking, and the premises must be left in **a clean and tidy condition**.
- Only the area hired and designated toilet facilities are included within the contract. You must ensure attendees do not access unauthorised areas.

Capacity and Safe Use

- The hirer must not exceed the maximum capacity of the booked space.
- The Centre reserves the right to end the booking if capacity is exceeded or if the event poses a safety risk.
- A minimum of **7 days' notice** is required for cancellations. Failure to do so will result in the full hire fee being charged.
- If you have hired the Tomalin Room, **no food is permitted**. Any damage or carpet cleaning will be charged.
- If using the kitchen, all equipment must be cleaned and put away. Cleaning is charged at **£25 per hour** if required.
- All rubbish must be removed from site and not left inside or outside the building.
- Any damages or additional cleaning required will be charged to the card used for booking.
- Do not put paper towels into toilets. Blockages requiring repairs will be chargeable.
- All taps must be turned off after use. Additional water usage costs may be charged if left running.
- No alcohol may be brought onto the premises without prior written consent.
- No naked flames, burners, or tea lights are permitted.
- Please respect local residents and keep noise to a minimum.

Use of Utilities and Reasonable Use of Facilities

The hire fee includes **reasonable use of utilities** (water, heating, and electricity) for normal activities.

The following are **not permitted unless agreed in advance in writing**:

- Filling paddling pools or using large volumes of water
- Use of portable heaters or high-consumption electrical equipment
- Use of additional appliances not supplied by the Centre
- Any activity that significantly increases utility usage beyond normal expectations

The Centre reserves the right to:

- Apply **additional charges** for excessive utility usage
- Deduct costs from deposits or charge the card on file
- **Terminate the booking without refund** for serious misuse

Please note:-

- Emergency exits and corridors must remain clear at all times.
- Fire exits must not be used except in an emergency and must not be left open.
- You are responsible for evacuating your group in the event of a fire alarm.
- At least one member of your group must be a trained first aider.
- Children must be supervised at all times.
- Vehicles are parked at the owner's risk and must be removed after the event.

Liability

- The Centre accepts no responsibility for loss, damage, or injury to persons or property during the hire.
- The hirer is responsible for ensuring that appropriate insurance is in place where required.

Right to Refuse or Terminate Booking

- The Centre reserves the right to refuse entry, cancel, or immediately terminate a booking without refund if:
    - These Terms and Conditions are breached
    - Behaviour is deemed unsafe, inappropriate, or unreasonable
    - The premises are being misused

ST JAMES COMMUNITY CENTRE – BOOKING TERMS AND CONDITIONS

When you book a hall, pay a deposit or hire fee, collect keys, or use the hall, you are agreeing to these Terms and Conditions. If you do not agree, please do not proceed with the booking.

- You must allow sufficient time within your booking for preparation and clearing away. Any overrun will be charged. All areas must be left **clean and tidy**.

Capacity and Safe Use

- The hirer must not exceed the maximum capacity of the space.
- The Centre reserves the right to end the hire if capacity is exceeded or safety is compromised.
- A minimum of **7 days' notice** is required for cancellations or the full fee will be charged.
- All rubbish must be removed from site. Do not use NHS bins.
- Any damages or additional cleaning required will be charged at **£25 per hour**.
- Do not dispose of paper towels in toilets. Blockages will be chargeable.
- All taps must be turned off before leaving. Additional water charges may apply.
- Ensure lights are switched off, windows closed, and doors securely locked.
- No alcohol is permitted.
- **No music is permitted** at this venue.
- No naked flames, burners, or tea lights are permitted.
- Please respect local residents and keep noise to a minimum.

Use of Utilities and Reasonable Use of Facilities

The hire fee includes **reasonable use of utilities** (water, heating, and electricity).

The following are **not permitted unless agreed in advance in writing**:

- Filling paddling pools or excessive water use
- Use of portable heaters or high-consumption electrical equipment
- Use of additional appliances not supplied by the Centre
- Any activity resulting in excessive utility consumption

The Centre reserves the right to:

- Apply additional charges for excessive usage

- Recover costs via deposit or card payment
- **Terminate the booking without refund** if misuse occurs

Please note:-

- Emergency exits and corridors must remain clear at all times.
- Fire exits must not be used except in an emergency and must not be left open.
- You are responsible for evacuating your group in the event of a fire alarm.
- At least one member of your group must be a trained first aider.
- Children must be supervised at all times.
- Vehicles are parked at the owner's risk and must be removed after the event.

Liability

- The Centre accepts no responsibility for loss, damage, or injury during the hire period.
- Hirers are responsible for ensuring appropriate insurance where necessary.

Right to Refuse or Terminate Booking

- The Centre reserves the right to refuse or terminate the booking without refund if terms are breached or behaviour/use is unsafe or inappropriate.