

## Terms & Conditions of Hire

For the purpose of these conditions the term Hirer shall mean an individual or, where the Hirer is an organisation, the authorised representative. You will be entering into a contract with the Woodlawns Centre. In this instance the term "we", "us" or "our" refers to the Woodlawns Centre.

### 1 Payment & Cancellations

- 1.1 A booking cannot be confirmed until a completed & signed Venue Hire Agreement has been returned together with a deposit. The maximum booking time is 1.00am or 12.00am on Sundays.
- 1.2 The customer shall pay:-
  - a) an agreed deposit which is refundable if stated conditions are met.
  - b) The balance of the hire price not less than 2 calendar months before the function. In the event of a short notice booking payment should be made on completion of the Venue Hire Agreement.
- 1.3 If payment is not received the function will be deemed cancelled. No deposit will be returned for functions deemed cancelled.
- 1.4 The Hirer may cancel the booking by giving notice in writing. Where the booking is cancelled by the customer more than two calendar months before the function is due to take place, we will make no additional charges subject to the customer meeting any costs already incurred by us in connection with the booking. The deposit will not be refunded.
- 1.5 Failure to provide adequate notice will result in the loss of any monies paid. Any exception to this condition will be at the discretion of the Woodlawns Centre management.
- 1.6 Hirers shall use the premises strictly for the purposes of the function and for the agreed time. In the event of any over-run we reserve the right to make an additional charge.
- 1.7 Deposits will be repaid by cheque within 14 days of the function, except December functions, which will be repaid in January.

### 2 Health & Safety, Security

- 2.1 Fire exits shall remain unobstructed at all times and the Hirer shall acquaint themselves with fire emergency procedures and the positioning of fire exits and fire

- extinguishers.
- 2.2 Children shall be supervised at all times and are strictly forbidden from playing in the front garden area.
  - 2.3 All stairways shall be kept clear at all times. Access to upper levels are restricted to staff except in an emergency.
  - 2.4 The Hirer shall be liable for any damage caused to Streatham Darby & Joan's premises, fixtures, fittings, utensils or equipment, which may arise as a result of the function.
  - 2.5 The Duty Officer will raise with you any issues which may lead to you being in breach of our Terms & Conditions. The Duty Officer should not feel threatened, or be subjected to threats or acts of violence at any point during the function. The police will be called immediately should this occur and this may result in the loss of your deposit.
  - 2.6 Any unlawful activity will be reported immediately to the Police. Should this cause the disbanding of the function, no refund will be made. The client is deemed ultimately responsible for the actions of their guests.
  - 2.7 Any external services required on behalf of the Hirer as a direct result of negligence or accident will be deducted from the deposit. Should this exceed the deposit value, an invoice for the outstanding balance will be provided within a week of the function.
  - 2.8 During the function music shall be kept at a reasonable volume and for the entertainment of guests within the premises only. All music must be turned off by 12.00am or 11.00am on Sundays. Due to the close proximity of local residents no use of the gardens or driveway will be permitted after 10.30pm and all doors should remain closed. Sound systems are not permitted and speakers should not be placed outside in the garden.  
  
**Any breach of this condition, or where several complaints are received about noise etc, will result in the loss of your deposit.**
  - 2.9 The Hirer will be met on the day of the function by our Duty Officer. The Duty Officer is not responsible for providing personal security for the function. Hirers are advised to make adequate arrangements for the safety of themselves, guests, and the security of the building.
  - 2.10 The Hirer indemnifies Streatham Darby & Joan against any action arising from the hire of the premises on the allotted Date. We will not be held accountable for accidents or injury arising from the use of the premises nor for loss of or damage to the property of the Hirer or Hirer's guests suffered or incurred whilst on the Woodlawns Centre premises.

### **3 Housekeeping**

- 3.1 You will be allocated parking space for four cars. Cars are permitted to drop off or pick up goods or passengers, but there should be no further stationary parking for any length of time. Please ensure that all guests are aware of this restriction.
- 3.2 No food shall be served directly to guests from the kitchen. Persons using the facilities will be held accountable for any mishaps/accidents and should arrange appropriate insurance where necessary. All necessary precautions should be taken to protect the floors from spillages where drink is served e.g. plastic sheeting under the area of any bar to protect the hard floor.
- 3.3 The Hirer, shall at the end of the hiring period, be responsible for leaving the premises and surrounds in a clean and tidy condition as stated in the Cleaning Checklist which form part of these Terms & Conditions. We reserve the right to deduct an additional fee should this condition not be met.
- 3.4 Hirers are advised to turn off music one hour prior to the scheduled finish, to allow time to vacate the premises. **(please see 1.6)**

### **4 Vacating Premises**

- 4.1 The Hirer shall ensure that the minimum of noise is made on arrival and departure.
- 4.2 The agreed times should allow for setting up, clearing up and vacating the premises. All equipment shall be removed from the premises on the evening of the function, unless arrangements have been made in advance. Any equipment left will be charged for at £30 per day for storage. We accept no responsibility for goods left on the premises, and clients leave them at their own risk.

In the event of circumstances arising which are beyond the control of the Woodlawns Centre and which render impracticable performance by us of our obligations in respect of the booking, the Streatham Darby & Joan will be entitled to cancel such a booking without incurring any liability to the customer in respect of such cancellation. The circumstances referred to include (but are not limited to) whether by fire or otherwise, breakdown of utilities, or unsafe premises. A full refund will be made in this event. We reserve the right to make amendments to these Terms & Conditions.