

## Statement of Agreement of Terms and Conditions

- Payment for the booking shall be made in advance inc Security Bond of £200.00
- Minimum 3 hours booking outside office hours and weekends
- Any additional costs incurred during the event will be deducted from Security Bond or invoiced.
- Any event which runs over the agreed time will be charged at an hourly rate, as per the tariff. **Please allow extra time for setting up and cleaning at the time of booking. Any time over the booked time will be charged at double the rate. An allowance of 10 mins will be provided.**
- The premises shall be used only for the purpose stated above and only by the Hirer whose name is given above.
- The premises must be cleared of all property belonging to the Hirer and must be left in a clean and tidy condition at the end of the booking time ensuring that all equipment, chairs, and tables have been returned to their storage positions clean and safely
- The Premises are cleared of all people, all lights, heating, and kitchen equipment is switched off, and the building secured, except for any facilities or room or public area in use by another continuing hire.
- Ensure that the Premises (including foyer, kitchen, kitchen appliances and toilets as appropriate) are left clean and tidy with rubbish removed from the site at the end of the hire. for late evening events any bags of rubbish may be left in a prearranged place at the discretion of the Centre Manager, for removal the next day. Failure to remove all rubbish or leave the hired premises and all equipment used clean tidy will result in forfeit of part or all of the Security Bond. Please ensure you leave the hall as you found it.
- Not cleared or cleaned at the end of the booking will result in a 40% charge against the given deposit.
- Hirer must ensure that any temporary fittings and fixtures comply with Health and Safety guidance, and in particular ensuring that any decorations used are not a fire hazard. All temporary fittings and fixtures must be free standing and should not be screwed or nailed to any of the interior wall.
- The hirer must not block fire exits, place obstructions on or in front of heaters, tamper with any fire equipment or prop open fire doors.
- Helium gas tanks for inflating balloons are not allowed in the building for safety reasons nor are helium balloons.
- The Hirer is responsible for the supervision and control of all children attending functions during the period of the booking.
- No alcohol shall be consumed on the premises during the period of the hiring. If any alcohol is to be supplied and sold on the premises for any function the person in charge is required to make an application to Licensing Section for a temporary events licence (£21.00). The License must be displayed at the Centre during the function.

- The hirer must ensure that they and their attendees recognise the fact that the Premises are situated in a residential neighbourhood and conduct themselves accordingly by, for example, taking care not to slam car doors, especially late at night, and not playing music or making other sounds at inappropriate levels.
- Thornton Lodge Action Group does not accept any responsibility for loss or damage to property or for articles left on the premises during the booking.
- The Hirer shall be responsible for liability for injury to persons as a result of the hiring and is advised to arrange appropriate insurance cover.
- Smoking is prohibited throughout the Centre.
- In the unfortunate circumstance that you have to cancel or postpone you're confirmed booking a scaling refund charge applies:
  - Less than 7 days notice – no refund
  - 7-14 days: 50% refund
  - 14 to 21 days: 75% refund
  - 21+ days: 100% refund
- No liability shall attach to the organisation for any loss of income or of potential income by the Hirer in the event of any cancellation arising from events outside their control
- I have read, understood and will comply with the Standard Terms and Conditions of Hire of Thornton Lodge Community Centre, including any special conditions imposed because of the Covid-19 pandemic including the Hall risk assessment. By submitting this form, we agree that the hirer or a responsible member of the hiring party will be present throughout the hire period. We undertake to pay all charges and deposits on demand.
- Please sign below to agree with the above statements.

<b>Print Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

Thornton Lodge Community Centre  
 Brook Street  
 Thornton Lodge  
 Huddersfield  
 HD1 3JS

Telephone: 07871938174

E-mail address: [office@tactiongroup.org.uk](mailto:office@tactiongroup.org.uk)  
 Web: [www.tactiongroup.org.uk](http://www.tactiongroup.org.uk)

Payment invoice to

Thornton Lodge Action Group  
 HSBC Bank  
 Sort Code 402510  
 Account No. 33812901