Abbeydale
SPORTS & COMMUNITY CENTRE

# Terms and Conditions for Casual Hirer room bookings at Abbeydale Sports and Community Centre

**Firstly, many thanks for making a booking with us for your event – we really appreciate your business. We want you to have a great experience for you and your attendees at Abbeydale Sports and Community Centre.**

**By booking a room or facility you are deemed to have accepted ALL of the following terms and conditions.**

**We will invoice you once your booking has been made. To confirm your booking, we require a non-refundable deposit of 25% of the room hire charges to be paid as soon as possible. Final payment of the remainder of the balance of the invoice must be made at least 4 weeks prior to the event. A reminder will not be issued.**

**All booked times must be adhered to. Please do not arrive early and expect to access the room. Equipment, catering and entertainment suppliers will not be admitted before the hire period and you must remove all equipment by the end of the hire period. Setup and cleardown is part of the booked time. If you find you need to adjust your booked time, please talk to our Centre Admin team.**

**If you need to cancel your booking please give us 7 full days' notice otherwise you will be charged in full for the booking. If you decide to move your booking to another available date then we will not charge you, but we appreciate as much notice as possible. However, if we have to cancel your booking at short notice you will not be charged. In this case we would, of course, try to give you as much notice as possible.**

**For reference the maximum number of people allowed in each room is as follows:**

**Main Hall – 120, Lindsey Room – 40, Tickner Studio – 35, The Gallery – 20, Lindsey & Tickner - 75**

**As we are licensed premises the hirer is responsible for ensuring no alcohol is brought to your event and that no-one under 18 years of age consumes any alcohol at your event. If your bookings require catering or drinks – both alcoholic or otherwise, please talk to our Phoenix Café Bar Manager (phoenix@abbeydale.org.uk). We can offer attractively priced services tailored to your requirements such as adult/children's buffets, celebration toasts etc. as well as our usual Phoenix Café Bar services.**

**We have refurbished the Main Hall floor and want to keep it looking its best. No use of sand or other abrasive materials on the floor in the Main Hall or on the outside space by the Main Hall.**

**Do not block fire exits, tamper with fire extinguishers, or allow your attendees to do so.**

**Smoking or vaping is not permitted in the building or outside by the main entrance.**

**Decorations. No sellotape or sticky pads to be used. Please ONLY use blu tack on walls and use any pins on the designated display boards only .**

**Do not use electrical sockets within the Centre to supply power to any equipment being used outdoors.**

**All children (under 18) within your attendees must always be accompanied and supervised by a responsible adult - both inside and outside the centre. Hirers are responsible for their own safeguarding arrangements for children and adults at risk.**

**If you use third party entertainment suppliers for items such as bouncy castles, you are responsible for ensuring they have appropriate Public Liability insurance. Note that our Public Liability Insurance excludes any form of sports participation, including but not limited to, umpiring, coaching, demonstrations, training, sparring, bouts and competitive games. Note that our contents insurance does not cover any items you may store within the centre.**

**The hirer is responsible for the condition of the booked room and must replace all furniture to the correct location. All floors must be swept and mopped where necessary. Cleaning materials are located in the main foyer cleaning cupboard.**

**The hirer is responsible for administering their own first aid.** First aid boxes and defibrillators are available within the building. We have an accident book which would need to be filled in by the hirer also.

**Please close all windows and switch off all lights after use.** If you are in the building as a sole user, please secure the building as instructed when you leave.

**Please take care of your clothing, personal effects and any valuables, as this is an open building and we cannot accept any responsibility for loss or damage. In addition, no liability is accepted for personal injury or illness arising out of your event, except to the extent to which it may have occurred through the act, default or neglect of the Association, its servants or agents.**

**If you have any queries about your booking, please contact our friendly Centre Admin team who are usually available in the office during the working day or by email to admin@abbeydale.org.uk**

**We reserve the right to update these Terms and Conditions periodically. We encourage you to check this when visiting our website [www.abbeydale.org.uk](http://www.abbeydale.org.uk).**

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