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

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

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

Our standard booking year is 1 September to 31 August of the following year – we follow the school year as many of our regular hirers are school year focussed. Where appropriate we will ask you for bookings for the full or remainder of the year. We can, of course, accommodate forward bookings beyond the school year and more ad-hoc booking arrangements if required.

We will invoice you monthly in arrears for your room bookings using the appropriate rate for a Regular Hirer. We expect prompt payment within 15 days of the end of the month. A separate invoice will similarly be issued for any catering services provided by Phoenix Café Bar during the month. We do offer a reduced Youth Rate for rooms if your attendees are all below 18 years of age.

All booked times must be adhered to. Please don't arrive early and expect to access the room. Setup and cleardown is part of the booked time. Please don't stay later than your booked time – otherwise we may invoice you for additional time used. If you find you need to adjust your booked time, please talk to our Centre Admin team.

If you need to cancel a booking for a specific date please give us 7 full days' notice otherwise you will be charged for the booking. 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

As we are licensed premises no alcohol may be brought into the Centre. If your bookings require catering or drinks – both hot and cold, please talk to our Phoenix Café Bar Manager (phoenix@abbeydale.org.uk). We can offer services tailored to your requirements.

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

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

Decorations: no sellotape or sticky pads to be used . Please use blu tac on walls. Use pins on the designated display boards only.

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

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.

Any children (under 18) within your attendees must be always supervised both inside and outside the centre. The hirer is responsible for their own safeguarding arrangements for children and adults at risk.

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 must have appropriate Public Liability insurance for the activities held within the Centre. We may ask to view the Certificate of Insurance from time to time. Note that our contents insurance does not cover any items you may store within the centre, both during and between your room bookings.

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 needs to be updated 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 - 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 bookings, 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 from time to time. We will update you with the latest version.

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