



Conditions of Room Hire

1. Bookings & Payment

- All bookings must be confirmed in writing via our booking system or by email.
- Hire charges are set per hour unless otherwise agreed.
- Community groups, charities, and non-profit organisations may be eligible for reduced rates – please enquire at the time of booking.
- Payment is required in advance unless alternative arrangements have been agreed.

2. Access & Use of Premises

- Access is limited to the times booked. Please allow time for setting up and clearing away within your hire period.
- Hirers are responsible for ensuring the venue is used only for the purpose stated on the booking form.
- Rooms must not be sub-let.
- Please respect our neighbours and keep noise to a minimum, particularly when leaving the premises.

3. Health, Safety & Safeguarding

- Hirers are responsible for the safety and behaviour of all persons attending their session/event.
- Children and vulnerable adults must be supervised at all times.
- Fire exits must be kept clear. The hirer must make themselves and attendees aware of the fire evacuation procedure.
- Any accidents must be reported to Sheppey Matters staff as soon as possible.

4. Facilities & Equipment

- Basic tables and chairs are included in the hire. Additional equipment may be available on request.
- Kitchen facilities (where available) may be used but must be left clean and tidy.

- No alcohol may be sold or consumed without prior written consent.

5. Condition of Venue

- Hirers must leave the venue clean, tidy and as found.
- Any damage to the building, furniture, or equipment must be reported immediately and may be chargeable.
- Rubbish should be placed in the bins provided or taken away if excess.

6. Cancellations

- Cancellations made with more than 7 days' notice will receive a full refund.
- Cancellations within 7 days may be charged at full hire cost.
- Sheppey Matters reserves the right to cancel bookings due to unforeseen circumstances. In such cases, any hire fees paid will be refunded.

7. Liability

- Sheppey Matters does not accept responsibility for loss or damage to personal property brought onto the premises.
- Hirers are advised to arrange their own insurance for events, especially where public attendance is expected.

8. General

- Smoking and vaping are not permitted inside any venue.
- Sheppey Matters reserves the right to refuse or terminate a booking where conditions are not adhered to.
- By making a booking, the hirer agrees to these conditions in full.

Contact us

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