



Castle • Café • Gardens • House • Weddings • Events • The Reading Rooms

The Reading Rooms TERMS & CONDITIONS

These Terms & Conditions apply to all bookings and use of **The Reading Rooms**. By making a booking, the Hirer agrees to comply with these Terms & Conditions and any reasonable instructions issued by The Reading Rooms Management Committee.

1. Booking and Confirmation

1.1 The person making the booking ("the Hirer") must be aged 18 or over and is responsible for the booking, payment of charges and conduct of all persons attending The Reading Rooms.

1.2 A booking is not confirmed until The Reading Rooms has received the required booking information and, where applicable, payment or deposit.

1.3 The Reading Rooms Management Committee reserves the right to refuse a booking where there is a reasonable concern regarding the proposed use, safety, capacity, legality or suitability of the event.

1.4 The Hirer must provide accurate information about the purpose of the booking, expected attendance, timings and any special requirements.

1.5 The Hirer must not transfer, assign or sub-let the booking to another person or organisation without prior written permission from The Reading Rooms Management Committee.

2. Hire Period

2.1 The Reading Rooms may only be used during the times stated on the booking confirmation.

2.2 The hire period must include sufficient time for setting up and clearing away. The Hirer must ensure that The Reading Rooms is vacated by the agreed end time.

2.3 Additional time used beyond the booked period may be charged at The Reading Rooms' applicable hourly rate.

2.4 The Hirer must not enter The Reading Rooms before the agreed start time unless prior permission has been obtained.

3. Hire Charges and Payment

3.1 Hire charges are payable in accordance with The Reading Rooms' current published rates.

3.2 The Reading Rooms may require a deposit or security deposit before confirming a booking.

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3.3 Where a security deposit is required, it may be retained in whole or in part to cover damage, excessive cleaning, loss of equipment, breach of these Terms & Conditions or additional hire time.

3.4 Any outstanding balance must be paid by the date specified by The Reading Rooms.

3.5 The Reading Rooms Management Committee reserves the right to cancel a booking where required payments have not been received by the specified deadline.

4. Cancellation by the Hirer

4.1 The Hirer should notify The Reading Rooms as soon as possible if a booking needs to be cancelled.

4.2 Refunds will be dealt with in accordance with The Reading Rooms' current cancellation policy:

- Cancellation more than [28] days before the booking: [full refund / refund less administration fee].
- Cancellation between [14 and 28] days before the booking: Refund less admin cost.
- Cancellation less than [14] days before the booking: [no refund, except at The Reading Rooms' discretion].

4.3 Where cancellation is due to circumstances outside the Hirer's reasonable control, The Reading Rooms Management Committee may, at its discretion, offer an alternative date or refund.

5. Cancellation by The Reading Rooms

5.1 The Reading Rooms Management Committee reserves the right to cancel a booking where circumstances make The Reading Rooms unavailable or where the proposed use is considered unsafe, unlawful or inappropriate.

5.2 Where The Reading Rooms cancels a booking for reasons within its control, the Hirer will normally receive a refund of payments made for the affected booking.

5.3 The Reading Rooms will not normally be responsible for any additional costs, losses or expenses incurred by the Hirer as a result of cancellation.

6. Permitted Use

6.1 The Reading Rooms may only be used for the purpose stated at the time of booking.

6.2 The Hirer must ensure that the event complies with all applicable laws, regulations, licensing requirements and conditions relating to the use of The Reading Rooms.

6.3 No illegal, dangerous or hazardous activity is permitted.



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6.4 The Hirer must not use The Reading Rooms for any activity that could reasonably be expected to cause unreasonable disturbance, nuisance or damage to The Reading Rooms, neighbouring properties or the local community.

6.5 The Reading Rooms must not be used for overnight accommodation unless expressly authorised in writing.

7. Capacity and Safety

7.1 The Hirer must not exceed the maximum permitted occupancy of The Reading Rooms.

7.2 The Hirer is responsible for ensuring that appropriate supervision is provided throughout the event.

7.3 Fire exits, emergency routes, fire extinguishers and other safety equipment must remain accessible at all times.

7.4 Fire doors must not be wedged or propped open.

7.5 No candles, naked flames, fireworks, smoke bombs or similar items may be used without prior written permission and appropriate safety arrangements.

7.6 The Hirer must familiarise themselves with The Reading Rooms's fire evacuation procedures and ensure that attendees are able to leave the building safely in an emergency.

7.7 The Hirer must report any accident, injury, dangerous occurrence or safety concern to The Reading Rooms Management Committee as soon as reasonably practicable.

8. Children and Vulnerable Persons

8.1 Where children or vulnerable persons attend an event, the Hirer is responsible for ensuring appropriate supervision and safeguarding arrangements.

8.2 Where the nature of an activity requires safeguarding checks, qualifications or specific supervision arrangements, the Hirer is responsible for ensuring that these requirements are met.

8.3 The Reading Rooms Management Committee may request additional information or safeguards where appropriate.

9. Alcohol, Licensing and Entertainment

9.1 Alcohol may only be sold or supplied where the Hirer has obtained any licence or authorisation required by law. And only with prior permission from the management committee



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9.2 The Hirer is responsible for obtaining any Temporary Event Notice, premises licence, PRS/PPL licence or other permission required for the proposed activity, unless The Reading Rooms confirms otherwise in writing.

9.3 The Hirer must comply with all conditions attached to any relevant licence or authorisation.

9.4 The Hirer must not permit disorderly, abusive or excessively disruptive behaviour.

9.5 Any amplified music or entertainment must comply with The Reading Rooms's noise restrictions and any agreed finishing time.

10. Smoking, Vaping and Illegal Substances

10.1 Smoking and vaping are not permitted inside The Reading Rooms or in any area where prohibited by law or Hall policy.

10.2 The possession, use or supply of illegal drugs or other prohibited substances on Hall premises is strictly forbidden.

10.3 The Hirer must notify the appropriate authorities where legally required and must cooperate with The Reading Rooms Management Committee in dealing with serious incidents.

11. Noise and Neighbours

11.1 The Hirer must ensure that noise is kept at a reasonable level, particularly when entering or leaving The Reading Rooms.

11.2 Doors and windows should be kept closed where necessary to minimise noise disturbance.

11.3 Guests should leave quietly and respectfully at the end of the event.

11.4 The Hirer is responsible for ensuring that their guests, contractors and suppliers behave appropriately and do not cause nuisance to neighbours.

12. Care of The Reading Rooms and Equipment

12.1 The Hirer must take reasonable care of The Reading Rooms, furniture, fixtures, fittings and equipment.

12.2 Furniture and equipment must only be used for their intended purpose.

12.3 The Hirer must not move heavy or fixed equipment without prior permission.



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12.4 Nothing may be attached to walls, ceilings, doors or other surfaces using nails, screws, staples, adhesive tape or similar methods without prior permission.

12.5 Any damage, breakage or loss must be reported to The Reading Rooms Management Committee immediately.

12.6 The Hirer may be charged for the reasonable cost of repairing damage or replacing lost or damaged items.

13. Cleaning and Leaving The Reading Rooms

13.1 The Hirer must leave The Reading Rooms clean, tidy and ready for the next user.

13.2 All rubbish must be placed in the designated bins or removed from the premises as instructed.

13.3 Floors must be left reasonably clean and free from food, drink, mud and other debris.

13.4 Kitchen equipment, crockery, utensils and other facilities used by the Hirer must be cleaned and returned to their proper places.

13.5 Tables and chairs must be returned to the agreed storage locations.

13.6 Failure to leave The Reading Rooms in an acceptable condition may result in a cleaning charge being deducted from the security deposit or charged to the Hirer.

14. Decorations and Displays

14.1 Decorations must be safe, appropriate and approved where required. Nothing may be fixed to the walls in the Reading rooms.

14.2 No flammable decorations may be used.

14.3 Balloons, banners and other decorations must not obstruct fire exits, emergency signage, lighting or safety equipment.

14.4 Glitter, confetti, rice, silly string or similar materials may not be used unless expressly permitted by The Reading Rooms.

15. Catering and Kitchen Facilities

15.1 The kitchen may only be used for purposes connected with the booking.



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15.2 The Hirer is responsible for leaving all kitchen facilities clean and hygienic.

15.3 Food must be prepared, stored and served safely and in accordance with applicable food hygiene requirements.

15.4 Any caterer or food provider engaged by the Hirer must comply with applicable legal and food safety requirements.

16. Contractors, Suppliers and Equipment

16.1 The Hirer is responsible for all contractors, entertainers, caterers, suppliers and other third parties engaged for the event.

16.2 Contractors must comply with The Reading Rooms's health and safety requirements.

16.3 The Reading Rooms Management Committee may require evidence of appropriate public liability insurance or other documentation from external contractors.

16.4 Any electrical equipment brought into The Reading Rooms must be safe, suitable and properly maintained.

17. Insurance and Liability

17.1 The Hirer is responsible for ensuring that adequate insurance is in place where appropriate for the nature of the event or activity.

17.2 Organisations, businesses and regular hirers may be required to provide evidence of public liability insurance.

17.3 The Hirer is responsible for the safety and behaviour of their guests and for any loss or damage caused by them.

17.4 The Reading Rooms Management Committee will take reasonable steps to maintain The Reading Rooms in a safe condition but cannot accept responsibility for loss, theft or damage to personal belongings brought onto the premises.

17.5 Nothing in these Terms & Conditions excludes or limits liability where such exclusion or limitation would be unlawful.

18. Security and Access



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18.1 The Hirer is responsible for ensuring that The Reading Rooms is properly secured at the end of the booking.

18.2 All doors, windows, lights, heating and other facilities must be checked as instructed before leaving.

18.3 Keys, access codes or other means of entry must not be copied, shared or given to unauthorised persons.

18.4 Lost keys or access devices may incur a replacement charge.

19. Parking

19.1 Vehicles must be parked only in designated areas and must not obstruct emergency access, neighbouring properties or public rights of way.

19.2 The Reading Rooms accepts no responsibility for loss or damage to vehicles or their contents.

20. Personal Belongings

20.1 The Hirer and attendees are responsible for their own belongings.

20.2 Items must not be left unattended where doing so could create a safety or security risk.

20.3 Lost property should be handed to The Reading Rooms Management Committee or placed in the designated lost property box in the kitchen.

21. Data Protection

21.1 Personal information supplied as part of the booking process will be used only for legitimate purposes connected with administering the booking, managing The Reading Rooms and complying with legal obligations.

21.2 Personal information will be handled in accordance with The Reading Rooms's applicable privacy and data protection arrangements.

22. Complaints and Disputes

22.1 Any concerns about The Reading Rooms, a booking or an event should be raised with The Reading Rooms Management Committee as soon as possible.



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22.2 The Committee will consider complaints fairly and, where appropriate, investigate the circumstances before reaching a decision.

22.3 The Committee's reasonable decision regarding the use of The Reading Rooms will be final, subject to the Hirer's legal rights.

23. Breach of Terms & Conditions

23.1 The Reading Rooms Management Committee may terminate a booking immediately where the Hirer seriously breaches these Terms & Conditions or where continued use of The Reading Rooms presents a safety, security or legal risk.

23.2 No refund will normally be payable where a booking is terminated because of serious misconduct or breach by the Hirer.

23.3 The Reading Rooms reserves the right to refuse future bookings where there has been a serious or repeated breach of these Terms & Conditions.

24. Hirer's Declaration

By completing and submitting a booking, the Hirer confirms that:

- They are aged 18 or over.
- The information provided in the booking is accurate.
- They have read and agree to these Terms & Conditions.
- They will comply with all applicable laws, licences and safety requirements.
- They accept responsibility for The Reading Rooms during the booked period.
- They will ensure that their guests, contractors and suppliers comply with these Terms & Conditions.
- They will report any damage, accident or incident promptly.
- They will leave The Reading Rooms clean, tidy and secure at the end of the booking.