

SANDYS-WINSCH ROOM

Terms and Conditions of Hire (copy to be retained by the hirer)

General

- The Sandys Winch Community Room (the room) is managed and maintained by The Feed.
- The room may be hired at times when the café is open
- Sub-letting or other transfer of the booking to a third party is not permitted.
- The Community Room does not have a Music License.
- Consumption or sale of alcohol is not permitted.
- Smoking or vaping is not permitted in the Community Room or terrace.
- We are not able to offer storage facilities.
- If you need vehicle access to the park, you must not leave your car inside the park, once you have dropped off, your vehicle must be returned to the car park and the gate locked.

Loss, damage and condition of the room

- The hirer may be liable for any loss or damage to the room, its furniture, fixtures and fittings during the hire period caused by any person or persons under the hirer's supervision.
- The hirer must not fix anything to the walls.
- The hirer will promptly report any spillages, damages and breakages to the booking manager.
- The hirer will leave the Room in a clean and tidy condition at the end of the hire period, including the removal and safe disposal of all food waste.
- If the kitchen forms part of the hire all surfaces must be cleaned, and any crockery used stacked on trays and taken to the cafe for washing.

Health and Safety

- The maximum number of persons allowed in the Room is 60
- The hirer will take all reasonable measures to prevent the occurrence of any injury, loss, damage or harm to people or property during the hire period.
- The Feed contents and public liability insurance does not cover the property or specific activities of the hirer; hirers are therefore advised to obtain their own property and public liability insurance as appropriate. Professional practitioners are to obtain their own professional indemnity insurance.
- Hirers are advised to conduct their own risk assessment to ensure that persons under their supervision know what to do in the event of fire or other emergency.

- A copy of The Feed Fire Exit Procedure is provided in the room.
- The hirer will keep the three fire exits, which are clearly marked, free of obstructions at all times during the hire period.
- Children must always be supervised by an adult when on the terrace.
- The Feed accepts no responsibility for injury, accident or death to any person attending the Room or for damage, loss or theft of any property brought to the Room by the hirer, guests, participants and other persons under the hirer's supervision during the hire period.
- The hirer or another responsible adult nominated by the hirer, whose name and contact details will be communicated by the hirer to the manager beforehand, shall be present at the room during the whole period of hire.
- The hirer shall be responsible for maintaining good order during the hire period and for enduring our nuisance is caused.
- A First Aid Kit is kept in the kitchen and hirers are required to complete the Accident Book if an accident occurs on the premises. The Hub Manager or Café Manager must be informed of any accidents.

Safeguarding

- The hirer is required to ensure that children and vulnerable adults are protected at all times.
- If the hirer is running a children's activity where parents/ carers are not present the hirer will be responsible for meeting all legal Safeguarding requirements including DBS checks.

Catering

Only food from The Feed's catering business should be served at your event, with the exception of a celebration cake. You would need to provide your own knife and serving plate.
See the price list for options available.

Cancellation Policy

Room Hire

More than 4 weeks notice – no charge
2-4 weeks notice – 20% of hire charge payable
8-14 days notice – 35% of hire charge payable
2-7 days notice – 50% of hire charge payable
48 hours or less notice – 100% of hire charge payable

Catering

If we receive notice of cancellation within 48 hours you will be invoiced 25% of your order. If we receive notice of cancellation within 24 hours you will be invoiced 50% of your order. For same day cancellation you will be charged the full amount of your order.