



AGREEMENT FOR THE HIRE OF THE ALICE CROSS CENTRE

Please be respectful to our neighbours when entering and leaving the venue and please leave the premises as you find them.

TERMS AND CONDITIONS FOR HIRE

Bookings of the Alice Cross Centre Teignmouth are accepted on the understanding that the Hirer, as named on the booking form, accepts these terms and conditions.

Bookings and Cancellations

1. All bookings must be made using the booking form or Hall Master Calendar. Verbal bookings will only be classed as provisional until a completed booking form/hall Master is received and any variation to a booking must be agreed and confirmed by both parties in writing.
2. Provisional bookings will only be held for a period of two weeks. If not confirmed by booking form/Hall Master at the end of this period, the date may be released.

Charges

3. The Hirer will be held responsible for any damages or loss of furniture or equipment. The Hirer shall pay to The Alice Cross Centre Teignmouth, on demand, the amount required to make good or remedy any such damage.
4. Discounted prices may be available to registered charities, "not for profit" organisations, small micro-enterprises employing up to two people and for multiple bookings only.
5. A deposit of 20% MAY be payable on confirmation of the booking. Balance payment to arrive prior to booking.
6. Major variations to the booking such as date change will attract a £10 administration fee.
7. A cancellation charge of £10 is applicable and up to the Centre's discretion to apply.
8. Catering can be provided at extra cost, Hot and Cold Buffets available, Costing will be discussed when and if needed.
9. The Centre accept no liability for food and refreshments provided by the Hirer of the Function Room.
10. Bar facilities are available if needed, we aim to staff the bar if requested with a volunteer but if that's not possible it may have an extra cost or other options will be sourced, The Centres pricing of Drinks and alcohol must be adhered to.

Equipment & buildings

11. Technical equipment may be brought into the building, any electrical equipment must have a valid Portable Appliance Test Certificate. (PAT Tested)
12. Any equipment needed from us must be booked prior to arrival.
13. Nothing is to be nailed, screwed, stapled or fixed in any way to the walls, doors or any other furniture, low adhesive products such as blue tac, tape can be used with care.

Health and Safety

14. Maximum room and building requirements must be always adhered to.
15. Fire exits are to be always kept clear.
16. In accordance with legislation, no smoking or Vaping is permitted anywhere within the premises. If smoking outside, please use the bin provided.
17. The Hirer will be the responsible person for all Health and Safety matters relating to an event and must be present at the event to deal with any Health and Safety matters that may occur. The Hirer shall notify the Alice Cross Centre Management immediately of any accident or injury which has taken place at their Event.
18. The Alice Cross Centre reserves the right to request appropriate risk assessments from hirers.
19. The Hirer is responsible for holding a list of all attendees in case of emergency evacuation. **Regular hirers must arrange an annual fire drill, details to be recorded in the logbook held in the meter cupboard.**
20. The Hirer is responsible for ensuring that people attending an event are aware of the fire evacuation procedures, signs are located around the building, including the location of the fire exits. (Copies of emergency evacuation procedure can be obtained from the office)
21. The Alice Cross Centre's Hirers insurance **will not cover the use of Bouncy Castles**. Due to the size of the venue the Alice cross does not permit the use of Bouncy castles currently.

22. The Hirer is responsible for the conduct and behaviour of all people attending the event. The Centre reserves the right to terminate the event, without any refund of costs, if the conduct and behaviour is deemed to be unacceptable. We do not allow bookings for individuals aged 14- 20 years old. This includes birthdays such as 16th and 18th parties.

General

23. Building and rooms will be opened and closed by use of a 4 Digit code- this will be given to you prior to the booking by staff- this number should only be used by the hirer and not given out to others. Please ensure you have obtained the code prior to the event. The Premises are not manned evening or weekends.
24. Please ensure that your attendees and guests are aware of the hire period and that they will not be able to enter before or leave after the agreed hire period.
25. The Alice Cross Centre reserves the right for its authorised representatives or for the police to access all parts of the premises for the purposes of preserving good order.
26. The rooms at the centre must be left as they were found, clean and in good order. Chairs and tables need to be returned to the correct places and bins emptied if needed. Please see the photo below to use as reference. (Black bins are located at the back of the building and recycling at the front.)
27. Cleaning equipment can be found in the kitchen, behind the bar and in the cupboard behind the hall door.
28. Tables and chairs are available to use either in the main hall or from other rooms, but please return them after use!



for reference

HALL & BAR

29. Due to circumstances beyond the Alice Cross centres control it may be necessary to change or cancel a booking. Where the change is considered major, you will be offered the option of another room/time or to receive a full refund of any monies paid against the booking. The Alice Cross Centre is not responsible for any other costs, expenses or damages which may have been incurred by the client or their guests as a result of the change.
30. Please Note- the Alice Cross Centre does not hold a Television Licence and therefore it is not permitted for any groups or individuals to watch/ use iPlayer or stream live Television whilst in the building.