



Terms & Conditions of Hire

1 Application, Hiring and Acceptance of Hire

- 1.1 The conditions of hire apply to all bookings at the **Singleton Environment Centre, Wesley School Road, Ashford.**
- 1.3 All bookings must be made in writing, by the principal hirer (who must be aged over 18) on the application on the form provided and returned to the Singleton Environment Centre. BTCV will confirm the booking and price in writing via email or post.
- 1.4 The charge for hire of the room(s) is as quoted or as stated in our brochure. This will be fixed from the time you receive written confirmation of the booking. All other charges will be based on the price list current at the date of the event. BTCV reviews prices annually; however charges maybe reviewed where circumstances outside the control of BTCV dictate.
- 1.5 The principal hirer named on the booking form shall be responsible for paying all charges arising from the booking, including any cancellation fee or late charge.
- 1.5 You may not sub-let any room you have hired to a third party.
- 1.6 Rooms in the Singleton Environment Centre may only be used for the purposes for which they were booked. BTCV reserves the right to cancel confirmed bookings if the event contravenes BTCV aims and objectives or policies. BTCV has the right to refuse the use of the meeting room/s if the use could be detrimental to the Singleton Environment Centre, it's staff or visitors.
- 1.7 Use of the rooms is strictly between the times booked on the booking form. All rooms must be vacated by the closing time on the form, failure to do say may incur a "late" charge.

2 Payment

- 2.1 Bookings placed by companies, local authorities, voluntary groups and registered charities with a purchase order number or official letterhead, will be invoiced for payment after the meeting/event has taken place. The hirer shall pay all charges within 30 days of the date of the invoice.

For bookings placed by individuals a deposit and/or references maybe required, these will be detailed in writing at the time of booking.

3 Cancellation of Hire

- 3.1 If you wish to cancel a booking, this must be done in writing (email, fax, post) by the principal hirer named on the booking form. Once we have received your written cancellation we will send a written acknowledgement.

- 3.2 Cancellation fees shall be payable on or before the date of the proposed hire.
(Please note that some insurance companies offer event cancellation policies)

No. of working days before event	Rooms	Cancellation of Refreshments
Less than 3	100%	100%
4-10	100%	50%
11-20	75%	50%
21-28	50%	25%

4 Catering

- 4.1 Catering requirements should be booked on the catering booking form. All catering is provided by Footprints Café & Bistro who are based at the centre.
- 4.2 The hirer shall estimate the number of persons for whom catering is required at the time of booking and confirm in writing (email or fax) SEVEN working days before the event, or by prior arrangement which shall be confirmed in writing. This will be the minimum number for invoice purposes should you cancel the event within the cancellation period as set out above in section 3.

5 Cleanliness and Loss or Damage

- 5.1 BTCV shall not be responsible for any loss or damage to any property arising from holding a function or any injury which may be incurred by or be done by or happen to any person during the holding of a function arising from any cause whatsoever, or for any loss due to breakdown of machinery, failure of supply of electricity or telephone, leakage of water, fire, riot, restriction or act of God which may cause BTCV's premises to be temporarily closed or the function interrupted.
- 5.2 The hirer shall be held responsible for insuring all equipment brought on to the premises and for any damage caused to BTCV's property by any person, equipment or exhibits brought on to the premises by the hirer. Any damage, or missing property belonging to the centre will be repaired and/or replaced by BTCV and the expense charged to the hirer.

6 Fixtures and Electrical Equipment

- 6.1 Nothing may be physically attached by any means to any part of the premises; neither may the existing lighting or other electrical equipment be extended in any way without the Singleton Environment Centre manager's consent with the exception of laptops, OHP or sound & presentation equipment connected to the outlets provided.

7 Alcohol & music

- 7.1 The Singleton Environment Centre is fully licensed for the sale of alcohol on the premises through Footprints Café & Bistro. Alcohol consumed must only be that served on the premises unless prior arrangements have been made and written agreement received.
- 7.2 The Singleton Environment Centre is fully licensed for "live" and recorded music whether live or amplified.

8 Smoking

- 8.1 It is against the law to smoke anywhere in the centre buildings. The Singleton Environment Centre has a no smoking policy throughout the grounds with the exception of two designated smoking points. Smoking is prohibited in all other areas.

Please help us to protect the Singleton Environment Centre and grounds by only smoking in the designated smoking areas which are located near to the entrance to the building and adjacent to the workshop building and car park. Please make sure you extinguish your cigarettes properly and use the bins provided.

It is the responsibility of the hirer to ensure that no members of their group or party smoke within the building.

9 Safety Precautions

- 9.1 It is for the hirer to make delegates aware of the safety procedures that apply to the Centre by notifying them of the Fire Procedures that are outlined on the meeting room information cards.

For daytime hire, the Hirer is responsible for completing the visitor list and handing it to one of the BTCV staff at reception before commencement of the meeting.

- 9.2 It is the responsibility of the hirer to ensure that users of the Singleton Environment Centre are made aware of their nearest escape route in the event of a fire alarm sounding.

- 9.3 All fire exit doors shall be kept unfastened and unobstructed (by furniture or equipment etc) and available for immediate use in the event of an emergency.

- 9.4 No inflammable, explosive, toxic or other dangerous substances or equipment may be brought into or within the vicinity of the premises. In addition, nothing shall be done in or near the premises that may increase the risk of fire or vitiate any insurance policy.

- 9.5 It is the responsibility of the hirer to insure that all children are supervised on the site and are not left unsupervised anywhere on the site, grounds or by the pond.

10 Nuisance and Anti-Social Behaviour

- 10.1 It is your responsibility as the hirer to ensure that your function does not cause a nuisance to others working at the Singleton Environment Centre and our neighbours. Excessive loud music and abusive language or other anti social behaviour will not be tolerated.

11 Indemnity

- 11.1 BTCV shall not be responsible for any loss, damage or injury (including death) caused to or sustained by any person arising out of or in connection with the hiring, unless such loss, damage or injury (including death) was caused by some default or negligence on part of the Singleton Environment Centre and you will indemnify the Singleton Environment Centre against all expenses, costs, fees, damages and losses arising out of or in connection with any claims resulting from such loss, damage or injury (including death).