**Booking Information & Conditions**

**Facilities**

The Centre consists of a Large Reception area, Meeting Room, Kitchen, Therapy Rooms x3, Gym Room, Garden and Patio area, Large Car Park with covered disabled drop off point at the Main Entrance.

**Booking Charges**

The following Hourly Rates apply to the hire of the facilities at The Centre for the period 01/04/2021 to the 31/03/2023 (Minimum hire 2 hours)

|  |  |  |  |
| --- | --- | --- | --- |
| Reception Area; | £25.00 | Kitchen | £5.00 |
| Meeting Room | £15.00 | Gym | £15.00 |
| Therapy Rooms 1, 2 & 3 | £10.00 per room |  |  |

**Booking Conditions**

* Hirer must be over 18 years of age.
* Provisional bookings will only be accepted and held for a period of 14 Days. Provisional bookings NOT confirmed within 14 days will be deleted from the diary.
* All charges **must** be paid in full within **30 days,** on the receipt of an invoice.
* The MS Therapy Centre reserves the right to apply discounted rates to regular users or where deemed appropriate.

**Cancellation of Booking by Hirer**

In the event of cancellation of the booking, the hirer shall be liable to meet the charges as follows.

|  |  |
| --- | --- |
| Up to 28 Days Notice NO CHARGE | 14 – 27 Days Notice 50% CHARGE |
| 7 – 13 Days Notice 75% CHARGE | Less Than 7 Days Notice 100% CHARGE |

**Cancellation of Booking by The MS Therapy Centre**

The Centre reserves the right to cancel any bookings it deems not to meet the conditions set out in this document.

**Indemnity & Insurance**

The Hirer is required to make their own arrangements for Insurance in respect of claims for personal injury or damage arising out of the hire of the centre and the activities proposed [public liability].

**Provision of Food & Drink**

The Centre complies with the relevant Food Safety Hygiene by providing adequate sinks, wash basins and waste receptacles for use by the hirer. The Food Safety Act 1990 and regulations apply to all hirers providing food and/or drink on the premises. It is the hirers’ responsibility to comply with those regulations. Advice on these can be sought from the Environmental Health Dept. The hirer may allow members of their party to bring their own alcoholic drinks for their own consumption but NOT for re-sale.

**Property of the Hirer and Attendees**

Neither The Centre nor their employees shall take any responsibility in respect of loss or damage of any items brought in by the hirer. Any property remaining at the termination of hire will be removed, unless an arrangement has been made with The Centre Manager to do so prior to the event.

**Restrictions on Fixings**

No nails, screws, bolts or other objects shall be driven into any part of The Centre. Similarly, no placards or articles maybe fixed by whatever means (including adhesives and tapes). No flags, emblems or other decorations shall be displayed outside The Centre without prior consent of The Centre Manager or Trustees and then only in agreed positions. The hirer shall remove all such materials inside The Centre If, in the opinion of The Centre Manager or Trustees, is deemed to be inappropriate or expose The Centre to undue risk.

**Responsibility for Cleanliness**

The hirer shall at the end of the hire period, leave The Centre in a clean and tidy condition. Any chairs and tables shall be returned to their original position or place of storage and all waste cleared into the bins provided. Failure to adhere to this may result in a charge to cover the cost of returning The Centre back into a rentable condition.

**Rights of Entry**

The Centre reserves the right to decline any booking without reason. The Centre reserves the right to entry at all times to The Centre for any authorised Employee, Trustee, Police, Fire or any other statutory body. The Centre reserve the right to require THE HIRER to remove from or refuse entry to The Centre any disorderly person or persons.

**Child Protection**

Any hirer providing activity for under 18s shall provide The Centre with their Child Protection Policy and should follow good practice with regard to arrangements for Child Protection. Further advice can be obtained on this subject from the NSPCC at [www.nspcc.org.uk](http://www.nspcc.org.uk).

**Security & Control**

The hirer must nominate a responsible person, to be approved by The Centre at the time of booking (must be over 21) who will be in charge of and present at The Centre at all times. The nominated person will be responsible for; 1. Ensuring that all escape routes, including exit doors are clear from restrictions of any kind. 2. Ensuring proper control and good order of the event and premises. 3. The safe evacuation in the event of an emergency. 4. Not permitting or conducting on the premises anything that is likely to cause disorder, breach of the peace or offence.

The hirer shall be responsible for ensuring The Centre is secure, all windows are locked, electrical sockets, lights and taps are off if the premises are vacated prior to the arrival of the Caretaker/Centre Employee or Trustee.

**Disclaimer**

The Centre shall not be liable for any loss to the hirer resulting from interruption or cancellation of the hiring by The Centre due to breakdown of machinery, power failure, water leak, fire, or Act of God which may cause The Centre to be temporarily closed or the hire interrupted or cancelled.

**Lotteries, Raffles & Gaming**

No gaming, betting games or lotteries shall be carried out in The Centre, except those made lawful by the Betting, Gaming and Lotteries Act and then only if appropriate statutory provisions are complied with.

**Smoking**

It is against the law to smoke anywhere in the building.

**Health & Safety**

A basic First Aid Kit will be available in The Centre. However, all hirers are responsible for providing their own First Aider and First Aid Kit as necessitated by their activities. All electrical equipment shall carry an up-to-date PAT test certificate. No exits or corridors maybe locked or obstructed or fire fighting equipment appliances tampered with or removed. The electrical circuit must not be overloaded by excessive electrical equipment. No additional lights or extensions may be fitted without prior consent of The Centre. All repair costs incurred as a result of failure to comply with these conditions of hire will be the responsibility of the hirer. You are responsible for carrying out your own Risk Assessments when hiring The Centre.

**Changes to Bookings**

The Centre reserves the right to amend these conditions at any time, providing the hirer is notified of the changes and the conditions that will be in force at the date of hire.

**Premises Occupation**

The occupation of these premises, whether or not on a regular basis, shall not be taken as forming any claim of a secure tenancy thereof.