



TERMS AND CONDITIONS OF HIRE

The following Terms and Conditions apply to all bookings. Please read thoroughly as these conditions constitute part of your booking agreement and non-compliance may result in refusal of future bookings or additional charges being applied.

For Enquiries: Call: 01773 599993 Email: reception@strutts.org.uk

Booking Procedure

- 1 Applications for hire can only be accepted from registered customers, over 18 years old, and must be made in writing on a Booking Form, these forms are obtainable from reception or via email.
- 2 Payment for your booking can be made by cash, card or BACS.
- 3 All fees are non-refundable if you cancel within 1 week of the hire date.**
- 4 The hirer is to include in their booking time any set up and pack up time that may be required and must vacate the room/s at the correct time. If not, additional room hire will be payable at the appropriate rate, pro rata, hourly or parts thereof (in half hour increments).
- 5 Access to the room is only guaranteed at your booking start time.
- 6 Strutts reserves the right to refuse any application for the hire of room(s) or any space without stating a reason, and may refuse future bookings if the hirer does not keep their payments up to date.**
- 7 Strutts reserve the right to move you to another room. We will only do this to provide the best facilities to all and when we cannot avoid the change. We will inform you of any change as soon as possible.

Single and Repeat Booking

- 1 One-off or large event hire must pay a 50% non-refundable deposit at the time of the booking and pay the balance 1 week before the booking application. Confirmation of the booking is only given once the deposit is paid.
- 2 For repeat bookings hirers may, subject to agreement, be invoiced monthly after the initial booking that has been paid for by cash, card or BACS.

Room Usage

- 1 You are responsible for your group and there must be a nominated person from your group in charge for every booking who is present and responsible for compliance with the conditions of hire.
- 2 Any loss or damage to the property of Strutts or its volunteers will be charged to the hirer.
- 3 Any damage must be reported to Reception.
- 4 All hirers' property is on the premises at their own risk. Lost property will only be held for 1 month before SCL dispose of it.
- 5 Hirers' must sign in at Reception before commencing any activity and sign out once the room is clear. The hirer is given a room key, they are responsible for its return to reception. A fine is incurred for any lost keys of £15 per key.
- 6 Hirer must return all chairs, seating, tables and other furniture to their designated areas.
- 7 Any setting up/clearing down done by Strutts will incur a charge.
- 8 The room(s) must be left in a clean and tidy condition, and nothing is to be driven into or attached in any way to the wall, floor, ceiling, furniture or fittings.
- 9 Hirers and users must not damage the wood block flooring.
(Appropriate footwear should be worn)
- 10 The hirer is responsible for the closure of all windows and turning off heaters in the room(s) before leaving.
- 11 The hirer is responsible for the removal of all their rubbish from the building and outside surrounding areas. Rubbish not removed from site will incur a charge.
- 12 Storage is only available by request to the Guardians of Strutts. Strutts cannot be held responsible for anything stored on site.

Posters and Adverts

- 1 Wallboards may be used, where available, for display purposes for the

- duration of the hire.
- 2 All advertising must be handed to reception for approval and display by Strutts.
 - 3 All external banners are displayed at the discretion of Strutts and incur charges.

Health and Safety

- 1 The hirer shall fulfil all legal duties, including Health and Safety, for those attending their class/event.
- 2 Fire/Emergency exit doors must be kept closed and clear from obstruction at all times.
- 3 The hirer will read and understand the Fire and Evacuation procedures as posted on the doors of rooms for hire and will be responsible for listing the names present at their event.
- 4 No naked flames allowed on the premises under any circumstances.
- 5 The hirer is responsible for the provision of First Aid facilities during the hire period for their group and be able to provide first aid assistance to anyone injured during the term of the hire.
- 6 All accidents must be entered in the Strutts Centre Accident File, which is available on request from the person in charge on Reception.
- 7 Any electrical equipment brought into the building or site and connected to the electrical supply must be PAT tested and have approval for use. Strutts can provide a PAT testing service for a donation to the Charity.
- 8 No electric kettles, coffee makers, heaters or anything over 750 watts are to be brought onto the site by the hirer.
- 9 Any additional lights or sound amplification equipment connected to or used on site, must have approval, in writing, by a Strutts Director.
- 10 Centre users can use either the front entrance or entrance 2 at the back of the building. The rear entrance is level and there are no steps into the building.
- 11 Smoking or vaping is not permitted in any part of the building or grounds.
- 12 **All conditions of the Premises Licence shall be duly observed. (A copy of the Licence is displayed on the notice board by room 25)**
- 13 It is a legal offence to refuse to leave when requested to do so by the person-in-charge on Reception and not to do so may result in the Police being summoned.
- 14 The Hirer is responsible for the safe evacuation of disabled persons under their care to the Evacuation Sanctuaries on the stairs, if on the upper floors.
- 15 The lift should never be used in the event of a fire.

Safeguarding of children and young or vulnerable adults

- 1 The Centre requires that all bookings involving unaccompanied children and/or at-risk adults comply with the following:
 - a)The Hirer accepts responsibility to ensure they and anyone working on their behalf with young children or the vulnerable has an appropriate DBS and takes appropriate safe-guarding actions.
 - b)The Hirer will have a relevant Child Protection Policy and will allow Strutts to inspect it if requested.

Refreshments

- 1 Refreshments and hot drinks can be provided at a reasonable charge, by prior booking through Strutts for your event.
- 2 Drink machines are situated in many of the rooms including the Lounge, Room 18.
- 3 The sale of alcohol by Strutts for consumption on the premises is permitted under the terms of the licence granted by the Licensing Authority (AVBC). It is prohibited to consume alcohol on site that has brought onto site and not purchased through our licenced bar.

Parking and Vehicle Access

- 1 This is a shared space site and pedestrians have priority and vehicle speed is restricted to 4 mph. Please observe the speed limit at all times.
- 2 All vehicles are parked in Strutts Centre car parking areas at the owners' risk.
- 3 Please be considerate of other users and do not park over 2 spaces. Whilst the car park is large there are busy periods when the car park can be used by all users and not excluded due to bad parking.
- 4 Please observe all signs and instructions at all times.
- 5 All on-site parking is at the discretion of the Strutts.
- 6 When the Centre is closed the Car Park will be locked.

Wifi

- 1 The Wifi provided is public and shared amongst all users. The performance/quality of the Wifi is not guaranteed. It is not suitable for streaming.
- 2 You are not permitted to stream/access live TV during your event. It is your responsibility the ensure your attendees adhere to this policy.