

Blackfriars Settlement Room Hire

Terms and Conditions



Conditions of Hire

BOOKING THE ROOMS

1. All bookings must be confirmed by completing a booking form.
2. All users must supply the name, address and contact number of the person responsible for the booking ('Named Person').
3. Users are required to clearly state the start and end times that they will be using the space, to include set-up and set-down time where applicable.
4. A non-refundable booking fee of £100 will be required when booking private events, in the event of the booking being cancelled within 5 days the fee will be refunded. A refundable deposit of £100 will be required in the event of damage and added to your total payment fee which will be refunded at the end of your event see paragraph 12.
5. The deposit will be refunded if all booking terms and conditions are met.
6. For a private hire payment is expected as soon as a booking is confirmed.
7. **We reserve the right to retain the full booking fee if you cancel your booking any time within the week prior to use.**
8. **We reserve the right to retain half of the total payment if the booking is cancelled within a 2-week period prior to use**

USING THE SPACE

1. All users must comply with local by-laws relating to noise and environment, health and safety and fire regulations.
2. We do not accept responsibility for any personal injury or for loss of, or damage to, any personal article within the premises or items used by groups and stored temporarily on the premises.
3. **The outdoor playground at our Blackfriars@LivingSpace site is a non-smoking area.**
4. Children must be supervised at all times and minimum age restrictions must be adhered to.
5. No-one should touch any of the alarm systems.
6. All rooms are non-smoking.
7. No user shall have access to any keys, either external or internal, unless prior arrangements have been made between the Named Person and the Director of Blackfriars Settlement.
8. Users will allow Blackfriars Settlement staff and security personnel access to the space during use.
9. The Named Person must be present at all times whilst the space is in use.
10. The Named Person is responsible for security, safety and cleanliness during use of the space.
11. After use all rooms must be left clean and tidy, with any litter deposited in the outside bins, kitchens cleaned, chairs and table stacked and fire exits clear.
12. **We reserve the right to withhold the whole or part of your deposit to make good any damage caused during your use of the space.**

- 13. We reserve the right to withhold the whole or part of your deposit to pay for any additional cleaning costs required to make good any mess left after your use of the space.**
- 14. Your responsibility for covering the cost of repairs and additional cleaning is not restricted to the amount of deposit paid.**
15. At the end of your use of the space the Named Person and a member of staff from Blackfriars Settlement will check that all conditions of hire have been met.
16. In the event of any problems please go to reception and speak to the person at the desk or in the event of out of working hours please leave a message for the attention of Eva Henry Head of Bookings on: 0207 928-9521

PAYMENT

1. We accept bac, cash or cheques payments
2. Cheques must be made payable to 'Blackfriars Settlement'
3. All users must pay in advance
4. All users will pay by invoice
5. Your deposit will be returned to you if all of the terms and conditions of hire have been met.
6. If you paid your deposit in cash please wait one week before you to collect your deposit. If you paid by cheque please wait two weeks to collect.
7. All returnable deposits will be issued at our main site Rushworth St.

Failure to comply with these terms and conditions will result in the forfeiture of your deposit and may result in an additional financial penalty and/or refusal of further use.

Blackfriars Settlement reserves the right to vary the hours or cancel bookings.