



Terms and conditions of room hire at Beverley Hall Community Centre

1. All bookings are made and accepted in accordance with these terms and conditions and are only effective upon receipt of a signed Room Hire Form and confirmation of booking. A deposit will be required once the booking is confirmed, unless there is less than 14 days until the hire date, then the whole amount will be payable. Lettings are made between the individual or organisation signing the Room Hire Form (the "Hirer") and the Admin Staff of Guildford Action. Full payment of room hire charge is due 14 days before the date of hire.
2. Cancellation of a confirmed booking must be made in writing. The full hire of the room/s will be payable if cancellation is less than 7 days from the date of hire.
3. Guildford Action endeavors to honor all bookings but reserves the right to cancel a booking, in which case any deposit will be returned and no cancellation charge will be made. If for any reason the room(s) booked cannot be made available to the Hirer, Guildford Action reserves the right to substitute a similar or comparable room(s).
4. Monday to Friday, Meeting rooms are available for hire between the hours of 8.30 a.m. and 10.30 p.m. Rooms must be vacated by 11 p.m. On Saturday and Sunday, all rooms are available between 9.00 a.m. and 8.30 p.m. Rooms to be vacated by 9.00 p.m.
5. There is no parking available on site.
6. Smoking or the consumption of alcohol (except under licensed event) and legal high drugs is not permitted anywhere in the building or in the proximity of an outside door.
7. No electrical appliance or outlet may be altered, modified or tampered with in any way. If the Hirer wants to bring their own personal electrical equipment they must warrant that that said equipment is safe to use and will be used at the Hirer's own risk. Sound equipment must be kept at a sound level low enough so as not to cause any nuisance or

disturbance to other users or neighbours of the building.

8. No fixing of notices, posters, banners, balloons etc is permitted anywhere in the building. If any damage occurs, to any furniture, fixtures or fittings this must be reported to the Admin office, within 24 hrs. Guildford Action reserves the right to charge for replacement or repair.
9. It is expected that the Hirer will leave the rooms clean and tidy. On vacating, the Hirer will remove/tidy away all equipment and take any rubbish with them. Guildford Action reserves the right to charge for any cleaning necessary due to hirers use. Any items left remaining are done so at the Hirer's risk. All windows must be closed at the end of each hiring.
10. Guildford Action accepts no responsibility for the loss or damage of any personal possessions/equipment or for any accident or injury arising out of the Hirer's activities during the hiring. It is the Hirer's responsibility to ensure that the premises are safe / suitable for the purposes for which they intend to use them and properly supervise any such activity during the hiring. Should any accident or injury occur during the hiring, the Hirer must notify the Admin office and complete the accident report book in the Lobby.
11. Upon arrival the Hirer must familiarise themselves with fire safety regulations and location of fire exits and fire protection equipment. The Hirer must also advise anyone using the building with them of the fire safety procedure. This will be in the Hirer's Guide available for all Hirers before hiring. Flammable substances and equipment utilizing naked flame are not permitted in the building. In the event of fire during Guildford Action operating hours the Hirer must notify a member of staff and initiate the evacuation process, detail of which are set out in the guide and in each room. If it is out of Guildford Action hours then the Hirer must dial 999 and evacuate the building.
12. Any damage to the building must be reported in writing within 24 hours of the hire to bookings@guildfordaction.org.uk
13. Damage to the building and property both internal and external will be charged to the hirer.

14. The hirer, if a regular user, must present the keys issued as and when requested by Guildford Action.

It is the responsibility of the hirer to ensure and promote acceptable behaviour in and around the building and respect it is in a residential area and keep noise to a minimum.