



The Grand Suite
The Studio Suite

Terms and Conditions

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Applications

- All applications for the hire are made on the appropriate form, by post, fax, email or in person to the Centre Manager.

Purpose

- The suite shall only be used for the purpose stated on the application form. Events must not be advertised as open to the general public, without prior written consent of the Company

Sub-letting

- Under no circumstances shall the hirer sublet the suite or any part thereof.

Responsibility

- The Company cannot under any circumstances accept responsibility or liability in respect of any damage or loss of any property or any item left upon the premises by the hirer or any other person. The Company staff are not authorised to accept responsibility for the safe keeping of any money or goods. The hirer must communicate this to all participants.
- The hirer shall not make alterations to the structure, fittings, furnishings or decorations of the building without consent of the Company.
- The hirer shall comply with any rules of entry, security and safety policies or any other rules or regulations in force at the premises at the time of the event.
- The hirer shall observe any reasonable guidelines and any instructions communicated to the hirer by the Centre Manager or any designated agent or contractor concerning the use and occupancy of the premises.
- The hirer must not do or allow to be done in the premises any act or thing which is offensive, illegal, or may cause nuisance, damage or disturbance to the company or any other person.
- The hirer shall ensure that no food or beverage of any kind is brought into the premises without the written consent of the company.
- The hirer shall keep to the times agreed. The booking should therefore include setting up and clearing up time. If the agreed times are exceeded the Company may charge for additional time.
- The hirer is responsible for compliance with the terms and conditions of any licence issued by the local council or any other body.

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Safety

- Smoking is not allowed in any part of the premises. The hirer is required to ensure that all guests adhere to this policy.
- The hirer undertakes to ensure that all fire exits are kept clear, that no chairs or obstructions are placed in corridors, and that fire appliances are not tampered with or removed from sited positions.
- Where the majority of the people attending are children or people with special needs, sufficient adult supervision must be present to control the movement of all users and to take reasonable precaution for their safety.
- No flammable or explosive items are to be brought onto the premises.
- If the hirer wants to bring in electrical or other equipment this should only be done in consultation with the Company and must be PAT tested. No equipment that would require more than a 13 amp domestic socket are to be used
- The hirer agrees to take "reasonable" precautions to ensure that no damage occurs or injury to any person. They are responsible for the action of their guests and contractors for any damage or injury caused.

Security

- The hirer or responsible representative must be present in the building throughout the period of the letting.
- The Company and its authorised representatives retain the right to refuse entry to any part of the premises at all times.
- Company staff are not there to run the hirers event or function but assist in the case of emergency.
- In certain cases the Company may engage, at the expense of the hirer, as many security staff as it thinks fit to assist in keeping good order.
- The hirer shall be solely and fully responsible for the actions of their guests who attend the event. The Company reserves the right to exclude or remove or refuse entry to any person if the Company consider it necessary or appropriate to do so, for example due to nuisance or undesirable or offensive behaviour

Damage

- The hirer shall report to the Centre Manager any damage to the premises or equipment caused directly or indirectly by the customer or guests of the customer, immediately upon becoming aware of the damage.
- The hirer agrees to recompense the Company the cost of making good any loss or damage caused to the building, goods, chattels, apparatus or appliance belonging to either the Company or of any other persons during the period of, or arising in connection with the letting. Any cost will be charged to the person named in the booking confirmation as the hirer.

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Damage Liability Deposit, Invoices and Payment

- A damage liability deposit will normally be required of the hirer prior to the start of the event. The amount will vary depending on the size and nature of the event or function.
- The damage liability deposit will be refunded after the satisfactory inspection of the facility and providing that no damage occurred during the length of the hire.
- Full payment for the booking must be received at least 6 weeks prior to the event date. Only full payment will constitute confirmation of the booking. The Company reserve the right to cancel the booking without refund of the deposit if the full payment is not received on time.
- All cheque payments must be made payable to "Rowans Leisure" and paid at the centre or addressed for the attention of The Finance Department, Rowans Leisure, 10 Stroud Green Road, London, N4 2DF. Please write your name, address and invoice number on the back of the cheque.

Cancellations

- Cancellations are required in writing. Cancellation charges will be as follows:

Based on the full cost of the event.

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| ○ From 41 to 60 days | 25% |
| ○ From 40 to 31 days | 50% |
| ○ Up to 30 days | 75% |
| ○ Between 1-7 days | 95% |

Cleaning

- The hirer shall leave the Suite and surrounding areas in a clean and orderly condition at the end of the event. Liquid spillages must be cleaned immediately. The Company reserves the right to charge at the rate of £20 per hour if these conditions are not fulfilled.

Force Majeure

- If the company is prevented or hindered from hosting the event or providing any facility booked by the hirer due to circumstances beyond its control, e.g. government intervention, acts of god, civil disturbance, war, national or local disaster, strikes, labour disputes, then the liability of the company to the hirer shall not exceed the amount paid by the hirer to The Company in respect to the event.

Animals

- No animals, other than guide dogs, are allowed in the premises

Warranties and Liability

- The company does not warrant and will not have any liability whatsoever to the hirer for any services provided to the hirer by a third party, contractor or firm for services that were requested by the hirer.