



# Booking Terms and Conditions

Hereinafter, Grange Farm Community (Hobbies) Centre shall be referred to as 'GFCC', and the person or organisation named on the booking form as 'the Hirer'.

## 1. Booking and Authority

- 1.1. The person named on the booking form shall be considered the Hirer. The Hirer must be 18 years of age or over.
- 1.2. Where an organisation is named as the Hirer, the individual signing the booking form confirms that they do so with the full authority of the organisation.

## 2. Right of Refusal

- 2.1. GFCC reserves the right to refuse or cancel a booking, acting reasonably, and is not obliged to provide a reason.
- 2.2. No organisation or individual shall be deemed to have an undisputed right to an unbreakable series of bookings.
- 2.3. In cases of doubt or difficulty, the matter shall be referred to a GFCC Manager or the Committee, whose decision shall be final.

## 3. Occupation and Use

- 3.1. The hire of the premises is strictly limited to the dates and times stated on the booking form. Access outside of these times is not permitted unless agreed in advance by GFCC.
- 3.2. GFCC does not represent that the building is suitable for any particular purpose, and the Hirer must satisfy themselves in this respect.
- 3.3. The premises may only be used for lawful activities and for the purpose stated on the booking form.

## **4. Sub-letting**

- 4.1. The Hirer shall not sublet the building or any part thereof.

## **5. Hire Charges, Deposits, and Cancellation**

- 5.1. Hire charges are determined by GFCC and will be confirmed on the booking form or invoice.

### **Deposit**

- 5.2. To secure a booking, a 50% deposit of the room hire fee is required.
- 5.3. The deposit must be paid within 7 days of receiving the invoice unless otherwise agreed. If not paid, GFCC may cancel the booking.

### **Cancellation**

- 5.4. If the Hirer cancels 14 days or more before the booking date, GFCC will refund the deposit.
- 5.5. If the Hirer cancels less than 14 days before the booking date, the deposit will be retained by GFCC.

### **Balance**

- 5.6. The remaining balance is due no later than 7 days prior to the booking date.
- 5.7. If the remaining balance is not received by this deadline, GFCC reserves the right to cancel the booking and retain the deposit.

### **Cleaning/Damage Deposit**

- 5.8. GFCC may require a refundable £50.00 cleaning and damage deposit, particularly for events involving food, drink, large numbers of attendees, and the like.
- 5.9. This deposit will be returned following the hire period, provided the premises are left clean, tidy, and undamaged.
- 5.10. GFCC may deduct reasonable costs for cleaning, damage, or waste removal from this deposit and will provide an explanation if deductions are made.

## **6. Payments**

- 6.1. While GFCC may issue payment reminders, ultimately, the Hirer is responsible for making payments on time.

## **7. Welcome Pack and Confidentiality**

- 7.1. GFCC will provide a welcome pack, containing access instructions, safety information, and emergency contact details.
- 7.2. By booking with GFCC, the Hirer agrees to keep this information confidential and not to share it beyond those involved in running the event.
- 7.3. The Hirer may be liable for reasonably foreseeable losses suffered by GFCC as a result of the negligent or deliberate misuse or sharing of this information.

## **8. Conduct and Good Order**

- 8.1. The Hirer shall ensure that good order is maintained within the premises during the hiring.
- 8.2. The Hirer is also responsible for ensuring good order and behaviour of all attendees within the premises and in the immediate vicinity during arrival and departure.
- 8.3. The Hirer must take reasonable steps to avoid disturbance to neighbouring properties, including excessive noise or obstruction by vehicles.

## **9. Health and Safety**

- 9.1. The Hirer is responsible for the health and safety of all attendees during the hire period.
- 9.2. Any accident or incident must be recorded in the Accident Book located in the kitchen.
- 9.3. Hirers are not permitted to use any ladders or equipment belonging to GFCC unless explicitly authorised.

## **10. Fire Safety**

- 10.1. Fire evacuation routes and call points are displayed throughout the building.
- 10.2. The Hirer must familiarise themselves with the relevant fire exits and procedures, and is responsible for the safe evacuation of all attendees in the event of an emergency.

- 10.3. Fire exits must be kept clear at all times. Chairs or other items must not be placed in the entrance hall or obstruct escape routes. Fire doors must not be wedged or propped open, and fire equipment must not be removed or tampered with.

## 11. Safety Notices

- 11.1. The Hirer must comply with all safety notices displayed within the premises. These include, but are not limited to, notices regarding the stacking of chairs and tables, notices regarding kitchen equipment and food safety, etc.
- 11.2. GFCC shall not be responsible for incidents arising from the Hirer's failure to comply with such notices.

## 12. Capacity Limits

- 12.1. The maximum occupancy limits are published on GFCC's website. The Hirer must ensure that these limits are not exceeded.

## 13. Lighting and Equipment

- 13.1. No additional lighting, electrical equipment, or extensions may be used without prior consent from GFCC.

## 14. Animals

- 14.1. No animals are permitted on the premises, with the exception of guide dogs, unless prior written agreement has been obtained from GFCC.
- 14.2. If GFCC agree that the Hirer may bring an animal, the Hirer is responsible for any damage or disturbance they may cause.

## 15. Smoking

- 15.1. Smoking is **not permitted** at any time in any part of the building.

## 16. Alcohol

- 16.1. Alcoholic drinks may be served free of charge.
- 16.2. The sale of alcohol is not permitted unless prior permission is obtained from GFCC and a Temporary Event Notice (TEN) is submitted to the local Licensing Authority.
- 16.3. Confirmation of the TEN must be provided to GFCC before the event.
- 16.4. No events may be advertised stating the availability of alcoholic drinks for sale without GFCC's prior written consent.

## **17. Entertainment and Music**

- 17.1. All conditions of the premises' Music and Dancing License shall be duly observed.
- 17.2. All music must cease by 23:00, and the premises must be vacated by midnight, unless otherwise agreed in advance.

## **18. Other Licences**

- 18.1. GFCC's Licences do not cover theatrical, ballet, opera, choral, or similar performances.
- 18.2. The Hirer is responsible for obtaining and complying with any required licences, including the Performing Rights Society (PRS) licence, and must provide evidence to GFCC upon request.

## **19. Right of Entry**

- 19.1. GFCC Committee members, staff, authorised agents, police officers, and local authority officers retain the right of entry at any time during the hiring.

## **20. Condition on Vacation**

- 20.1. The premises must be left clean, tidy, and secure.
- 20.2. Any damage to the premises, furnishings, or fittings must be reported immediately and may be charged for.
- 20.3. Any cleaning products provided must be used in accordance with safety instructions and returned to their original location.
- 20.4. All rubbish must be removed from the premises and disposed of appropriately to reduce fire risk.

## **21. Keys**

- 21.1. Keys must be returned to their designated location or to a member of GFCC staff or committee immediately after the event.

## **22. Liability and Indemnity**

- 22.1. Nothing in these terms excludes or limits GFCC's liability for:
  - Death or personal injury caused by its negligence.
  - Any liability which cannot be excluded or limited under UK law.
- 22.2. GFCC shall not be responsible for any loss or damage to the Hirer's or attendees' property during the hire period.
- 22.3. The Hirer shall be responsible for, and shall indemnify GFCC against any claims, losses, damages, or costs arising from the Hirer's use of the premises, except where caused by GFCC's negligence.
- 22.4. Regular hirers are advised to have their own written policies, procedures, risk assessments and evacuation procedures in place and for these to be regularly reviewed and practised.

---

**Adopted by the Committee:** 4th February 2026

**Last Reviewed:** February 2026

**Review Again:** February 2027