

Ty Calon - Room Hire - Terms and Conditions

The hirer shall comply with the rules and conditions for use of the Hall at all times throughout the period of hire including all instructions given to them (or their party thereof) for Deeside Community staff. The term 'Hirer' in the following conditions shall mean the individual person or where the hirer is an organisation or a group, their authorised representative and all members of their group associated with the booking. The Hirer must be aged 18 or over.

USER

- The groups/organisations must have their own insurance cover; including indemnity cover, if required, in order to run the activity/event they are running.
- Groups and organisations should ensure their awareness of and compliance to Deeside Communities Trust Safeguarding policy.
- The Hirer must ensure that the premises are left clean and tidy with any equipment loaned returned to its place of storage and rubbish must be put in the appropriate bins provided .
- The Hirer must wipe down all surfaces, empty the bin (if full) and have a general tidy of the room before leaving.
- All rooms are to be COMPLETELY VACATED by the end of the booked period.
- The Hirer shall not sub-hire the premises or allow the premises to be used for any purpose other than that stated on the booking form.

CANCELLATION

Hirer's must give at least 48 hours notice if wishing to cancel a booking that is less than 3 hours long. For bookings over 3 hours, hirer's must give one week's notice to cancel. If the booking is cancelled outside of the notice period hirers will be charged the full amount.

BOOKING/PAYMENT

- Deeside Community Trust has the right to refuse an application for hire submitted by any person or group. If the cancellation relates to an existing booking then, where ever possible, a reasonable amount of notice will be given.
- Repeat bookings will be invoiced at the end of each calendar month, payment must be made within 7 days of receipt of invoice.
- "One off" casual bookings will be invoiced at the time of booking, payment must be made in full PRIOR to the start time of the booking.
- Payment must be made via BACS.

MAXIMUM ATTENDANCE

The capacity for each room available for hire can be found on our floor plan, hirers must not exceed the capacity of the room hired. Please note that capacity restrictions may be imposed due to the COVID 19 pandemic and the rooms may be operating on a reduced capacity based on government guidance

CATERING

- Only food purchased from the Ty Calon cafe can be consumed whilst on the premises.
- Food and drink packages are available from Ty Calon catering to be purchased for your group. Please make any catering requirements known to the Administrator upon booking.

- Please help us protect our building and the environment by consuming your food with care whilst in the facilities and clean down any spills or dropped food. (cleaning equipment is available from the reception.)
- External caterers CANNOT be brought in to cater for an event.

CATERING CANCELLATION

- Hirers must give 3 working days (72 hours) notice to cancel a food booking, cancellation outside of this period will be charged in full.

HIRE OF EQUIPMENT

- Ty Calon has a range of equipment available for hire to support your facilities booking. This ranges from IT equipment to additional chairs and tables. Please enquire with the Ty Calon staff who will advise of the type and availability of equipment for hire.

HEALTH, SAFETY & FIRE

- All Hirers must make themselves aware of the fire evacuation procedures and exit routes from the building. The hirer shall not bring on to the premises anything that may damage or endanger the premises.
- Ty Calon is a NO SMOKING environment. Smoking is not allowed anywhere on the premises. This also applies to the vapour from electronic cigarettes. The use of electronic cigarettes is prohibited wherever smoking is prohibited.

DAMAGE

Any damage caused either deliberately or accidentally by the user group or any individual belonging to the user group shall be reported promptly to the Administrator. Any damage will be evaluated by the Trust and will advise the hirer of any costs incurred. Failure to pay any outstanding damage charges will result in the cancellation and or barring of future bookings in addition to the cost of damage.

LOSS OR DAMAGE OF PERSONAL PROPERTY

Deeside Community Trust and Ty Calon staff **cannot** accept any responsibility for damage to, or the loss or theft of any of the centre users property and effects.