Terms and Conditions for Hire of Foulsham Hall

The hall and rooms at 2 Foulsham Road, Thornton Heath CR7 8LQ. are maintained and rented out by the partnership Foulsham Hall. Below are the terms and conditions for the use of meeting and conference rooms (hereafter referred to as rooms).

Payment and Facilities and Services Where a booking is made either by invoice or through the Booking Form, Foulsham Hall permits the client to use the hall/room(s) and where applicable the services during the period(s) on the date(s) specified.

Where a single event booking is made using the Booking Form, the booking must be confirmed by signing and returning it along with a non-refundable deposit of 50% of the total charge. Any remaining charges are payable 7 days before the day the booking takes place. If a booking is made less than 7 days before an event, the full amount must be paid immediately.

Where block bookings\* are made using the Booking Form, the booking itself and payments must be made each month, one month in advance, from the 28th of each month. Where a single event booking is made with an invoice, payment must be made at the latest 7 days prior to an event. Where block bookings \* are made by invoice, invoices will be issued monthly in advance where possible and payment must be made at the latest 7 days prior to any event which is booked.

Cancellation One-off events: 14 days notice must be given for a 50% refund. 50% deposits are non-refundable. Failure to give adequate notice will result in the full amount being retained. Block bookings\* : 7 days notice of the cancellation of up to a maximum of one event within the block booking must be given for a 50% refund. Failure to give adequate notice will result in the full amount being retained. In exceptional circumstances more than one event can be cancelled and reimbursed at a 50% rate at the discretion of the Booking Manager.

Late Bookings: For bookings finishing late the room must be vacated and left clean by this time – not to start packing up and cleaning at this time. An extra deposit of £100 maybe asked for to make sure you do vacate on time and will not be refunded if you do not. An extra £5 per minute will be deducted from this deposit to make sure you do finish on time. This is for the neighbours sake and special attention must be made when vacating the property at a later time in respect to the neighbours.

Cleaning Charges: A £50 cleaning fee may be required in addition depending on the type of event booked; please check with the Bookings Manager. This must be paid within 7 days of the booking. Failing to comply with this procedure may result in the booking being cancelled. If no cleaning fee has been requested the room(s) used must be left in a state as they were before the event. If the room(s) are left in an untidy or dirty state, a £50 cleaning fee will be charged.

Termination: Foulsham Hall shall be entitled to terminate this agreement on notice to the customer in the event that: • All monies due and payable under this agreement have not been paid by the due date; • The customer fails to return the completed Booking Form; • The customer fails to adhere to the Foulsham Hall terms and conditions

If in the opinion of the Foulsham Hall or Foulsham Hall contractors, there may be a breach of peace, authorized Foulsham Hall contractors may at any time terminate the hiring. Foulsham Hall shall not be liable to pay any compensation to any person in respect thereof. Any termination of this agreement shall be without prejudice to the rights or remedies that may have accrued to either party. Breach of Terms and Conditions In the event of any breach of any of the conditions or of the law, Foulsham Hall reserves the right to immediately cancel the hiring and to refuse any further booking by the customer. If the hire period has not expired, the customer shall be liable to pay Foulsham Hall the full amount of the hire charge.

Rights and Responsibilities The customer must not:

• Use the room for any other purpose other than the Purpose of Hire;

• Use the room for any unlawful purpose or in any unlawful way;

• Install in the room any decorations and fittings introduced without written consent of the Authorized Officer, who shall be entitled to remove any unauthorized materials, decorations and/or fittings;

• Use, or allow to be used, “Silly string” and balloons with paper, plastic or foil pieces inside.

• Damage any of the decorations, fixtures and fittings or other equipment in the room. In the event that the customer or the customer’s guests damage any part of the room, the client shall be held liable for all costs incurred to Foulsham Hall

• Assign the right to use the room or sub-let it in any way;

• Interfere with or alter any lighting, heating equipment, gangways, fixtures, fittings, furnishings and other arrangements without the written consent of the Authorized Officer.

• Bring any dangerous or obnoxious substance onto the premises.

The customer must:

• Observe and adhere to all the rules and regulations made by Foulsham Hall in respect of the room and building;

• Vacate the room on the expiry time(s) specified in the agreement; otherwise the customer will be subjected to additional charges; for every additional hour or part thereof, the hourly agreed rate will be charged;

• Ensure that no gaming or any other unlawful act of performance is permitted to take place;

• Maintain any equipment or other article used by or on behalf of the customer in a thoroughly clean, serviceable condition to the satisfaction of the Authorized Officer.

• Be responsible for maintaining acceptable standards of behaviour and noise levels by patrons both inside the room and the premises. Foulsham Hall shall: a) Take all reasonably practical steps to provide the room and (where applicable) the services in good working order and properly cleaned and equipped; b) Not be liable for any claim, loss or damage sustained by the customer as a result of: a. Foulsham Hall failing to provide the room and/or the services (or any of them) by reason of force majeure, mechanical breakdown, or any other reason beyond Foulsham Hall’s control due to the delay or failure of any staff, manager or caretaker to perform their duties. b. In no circumstances shall Foulsham Hall be liable for the loss of profits, loss of business or consequential losses suffered by the customer; or any failure of data security or computer systems. c) No admission shall be allowed to any room not hired by the customer. d) Not accept any responsibility for any item of furniture, personal effects or other belongings left in the room and has the right to dispose of such property, the costs of such disposal being the responsibility of the customer.

No photographer or cinematograph film may be taken in the premises for commercial purposes or press reproduction without the written consent of the Foulsham Hall. Loss: Foulsham Hall shall not be responsible for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction, act of God, or other circumstances which may cause the hiring to be interrupted or cancelled. Damage to the Building a) The customer must take good care and must not cause or permit any damage to be caused to the room or any part thereof, or to any fittings, equipment or other property therein or to any other part of the premises. b) Any damages to the premises, fittings, equipment or any property of Foulsham Hall shall be made good by Foulsham Hall and the cost thereof shall be a debt due from the customer to Foulsham Hall and shall be recoverable as such from the customer. c) The Authorized Officer shall be the sole judge of the extent of the damage of Foulsham Hall’s decision on the cost of making good such damage will be final. d) Nothing must be brought into the premises which is likely, in the Authorized Officer’s opinion, to cause damage to the premises or cause nuisance or annoyance to other users of the premises. e) No nails, tacks or anything whatsoever shall be driven into the fabric, wall or the floor of the premises. f) No blue tack, cellotape or any sticky material shall be used on the fabric or wall of the premises. g) Advertising matter of any sort must not be displayed inside or on the outside of the premises without the consent of the Authorized Officer and then only on approved equipment with approved methods of fixing. Damage to Persons and Property a) Foulsham Hall accepts no liability for loss, damage or injury to persons or property, however caused. b) The customer must be responsible at all times for insuring all equipment and material brought onto the premises by himself. c) The customer hereby agrees to indemnify Foulsham against any loss, claims, actions proceedings, damages, expenses, costs and demands made by any person(s) or in respect of accident to loss of, or damage sustained by any person or property on the premises during the period of hire. Attendants When an event is one to which the general public are to be admitted, the Customer shall maintain the various exits in good order and generally ensure the proper running of the event including the control of movement of persons whilst entering and leaving the premises. \* A booking is counted as one event on one day. A block booking is eight events on separate day