

TERMS AND CONDITIONS OF HIRE

1. Use of Premises - The Hirer shall only use the premises for the purpose for which it has been booked and shall not sub-hire or allow the premises to be used for any unlawful purpose or in unlawful way nor anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof, nor allow consumption of alcohol without prior notification. The Hirer will be responsible for the supervision of the premises including, fabric & contents, their safety from damage and the behaviour of all persons using the premises. No refund will be given in event of the free Wi-Fi facility being unavailable.

2. Billing - Bookings will be invoiced after the event. Payment Terms are as stated on invoice. Cheques payable to **Lower House Farm Partnership**. Bank: sort = **40-47-17**, a/c = **03814181**

3. Force Majeur – If the Hirer cancels (eg. due to adverse weather), only catering costs will be incurred by them. If the management cancels (eg. in the case of a biosecurity risk), the management reserves the right to cancel the booking and will make no charge to the Hirer.

4. Health & Safety - The Hirer shall be responsible for evacuating the building in the case of a fire and should therefore keep a delegate list on arrival and inform all occupants of fire exits. The Hirer must report all accidents involving injury to the public to the management as soon as possible. Any failure of equipment should also be reported. The Hirer is responsible for notifying the venue of any food allergy or special dietary requirements of its delegates prior to the event.

5. Electrical Appliance Safety - The Hirer must ensure that any electrical appliance brought to the premises is in good and safe working order and is PAT-tested.

5a. Use of Electric Car Charging Point – To be booked in advance of arrival. The user will be responsible for any damage caused to the car-charging facility, which is currently free to use.

6. Indemnity -The Hirer shall indemnify the management for any cost of repair of any damage done to any part of the premises including the furnishings thereof or the contents of the building, which may occur as a result of the hiring during the period of hiring. The Hirer shall be responsible for making arrangements to ensure against any third party claims, which they may incur whilst using the premises.

7. Animals -The Hirer shall ensure that no animals, except guide dogs, are brought onto the premises, other than by prior approval of the management.

8. Compliance with the Children Act - The Hirer shall ensure that any activities for children under eight years of age comply with the Children Act of 1989 and that only fit and proper persons have access to the children. The Hirer is wholly responsible for supervision of children at all times.

9. Confirmation of bookings – The Booking Agreement must be signed and returned detailing all requirements and timings 1 week prior to the event. The management reserves the right to refuse a booking in the event of late confirmation and cannot guarantee fulfilment of the Hirer's order at short notice. All new customers must read our **Privacy Policy**.

10. Cancellation of booking –

1 week prior to the event = 75% room hire + 50% catering costs charged ; 3 working days or less prior to event = 75% of room hire + 100% of catering. In the event of *postponement* of an event to a future date, no room charge will be made. Catering costs will be charged at the rates mentioned above.

These conditions form a part of the Booking Agreement entered into by the Hirer and THE STABLES management and the signing of the Booking Agreement (or checking the box for on-line bookings) binds both parties to adhere to them.