

# KTCC Terms of Hire 2019: Parties and Events

## You will need to pay for your booking in full two days before your hire

- The booking includes a £100 deposit which will be refunded 10 days after your booking via bank transfer (*on exceptional occasions a refund may take longer*)
- If the hirer used the room beyond agreed times they will be charged £10 for every 10 minutes, this will be deducted from the hire deposit.
- Your booking time includes set up and pack down
- There can be no ad-hoc extensions to hire or use of additional spaces without prior consent.
- Unfortunately we cannot accept payment by cheque. Payments must be made via bank transfer or paid into the office in cash
- No items can be stored at KTCC outside of the hire times agreed. KTCC does not take responsibility for any items left on site. The Hirer must check that any equipment brought onto the site is safe and has been tested.

## Safeguarding

The person who books the centre must be on site for the duration of the hire and must adhere to the KTCC Safeguarding procedures and must report any issues of concern to staff on the premises.

## The room must be left in the condition it was at the beginning of the hire.

- Floors must be swept and rubbish must be picked up and placed into rubbish and recycling bags which the centre will provide.
- Please do not use black bags as we cannot dispose of them
- **No items can be attached to any painted woodwork or the mirrors. Banners and balloons can be attached to the brickwork only**
- Must report any damage to items or facilities at KTCC must be reported. This is to ensure our centre is safe and open to all.

## Caring for our space and our neighbours

- Alcohol can only be brought onto the premises with prior permission. No alcohol is to be served or supplied to anyone under 18. A failure to adhere to this may mean instant cancellation of the event.
- All amplified music must be kept to a below 70 db. We like our neighbours and ask all hirers to ensure that their groups leave KTCC quietly and are respectful of the local community.
- No smoking / vaping is allowed on the site.
- **Bouncy castles/ inflatable or confetti or streamers are NOT allowed on site.**
- **Food is NOT allowed in the garden.**
- **Helium Canisters (for balloons) must be disposed of by the hirers.**
- The community is at the heart of everything we do. We will not accept any behaviour on the premises which is discriminatory or intends to hurt or harm others.

I agree to these terms and conditions

Name ..... Phone Number.....

Date of booking ..... Date form signed.....