



## Terms of Service for Venue Hire at The Assembly Rooms

### 1. Cancellation Policy

- If a booking is cancelled within 3 days of the event, cancellation fees will apply:
  - Within 72 hours: 25% of the total amount
  - Within 48 hours: 50% of the total amount
  - Within 24 hours: Full amount payable

### 2. Key Policy for Regular Bookings

- Keys may be issued to regular hirers upon agreement.
- A signed acknowledgement of receipt and compliance with the terms will be required when collecting the key.
- Keys must be returned promptly after the booking period unless otherwise agreed.

### 3. Safeguarding

- Hirers running workshops or events involving children or vulnerable individuals must provide a copy of their safeguarding policy.
- All hirers must comply with fire, safeguarding, and health & safety regulations.

### 4. Equipment Use

- Permission must be sought to use any specialist or electrical equipment.
- All electrical equipment must have a valid PAT certificate.
- A qualified person must supervise the use of such equipment during the hire period.

### 5. Payment Terms

- Payment is usually required in advance for one-off bookings.
- Details of how to pay will be provided upon confirmation of the booking.

### 6. Booking Confirmation

- All bookings must be confirmed within 2 weeks of the hire date.
- Rooms will be ready for occupation 15 minutes before the stated arrival time.
- Bookings outside standard hours may incur additional charges.

## **7. Liability and Damages**

- The Assembly Rooms shall not be liable for any loss, damage, or accident to the hirer or attendees.
- Hirers are responsible for any damage to fixtures, fittings, or equipment during the hire period.

## **8. Parking**

- Parking is available near the venue.
- Vehicles must not be parked on grass or in turning circles.

## **9. Amendments to Terms**

- The Assembly Rooms reserves the right to amend these terms with seven days' notice to the hirer.