

## Term of Booking – Short version

- This booking is made subject to the West Faversham Community Association general rules, terms and conditions of hire, and the Premises Licence. These shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Association and the Hirer, and the Hirer hereby agrees to read these and comply with them. This can be accessed online at [www.westfavershamca.org/haonline](http://www.westfavershamca.org/haonline) or a printed copy can be provide on request.
- Use of premises. The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-let or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.
- Guests may not bring alcohol into the Centre without the Senior Leadership Teams prior written approval. The cost of the Bar if guests bring their own alcohol without written permission by the management is £100. To be deducted from Indemnity deposit.
- Hires are responsible for the safety of their own guests and should thoroughly risk assess all activities. If you are holding a public event you must complete an Event Risk Assessment and return it to the centre to be approved 28 days before your event.
- Where a licensable activity will take place, the hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence and/or operating schedule for the premises, in accordance with which the hiring must be undertaken and agrees to comply with all obligations therein.
- While we may have discussed rooms with you and know your preferences, please note it may not always be possible for operational reasons to allocate that particular room on certain days. However you will be allocated the closest appropriate accommodation.
- The Hirer agrees with the Association to be present (by the Hirer's authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.
- West Faversham Community centre operates a cancellation policy, as a minimum the deposit will be lost on all cancellations, an event cancelled within 1 week of the event will be charged at the full price, for full cancellation policy please see [www.westfavershamca.org/eventcancellation](http://www.westfavershamca.org/eventcancellation).
- None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.
- Prices agreed are subject to reasonable change; your event cost will be subject to prices increases made to the general charging policy of the centre.
- A copy of the Hirers ID will be required for our records – for example - Passport, Photo Driving Licence.

I confirm I have read and accept the terms of hiring.

I confirm I have checked the details on the invoice sent are correct for the arrangements for my booking, and understand that my booking will be based on the details within the invoice only.