

The Signing Rooms

10a Sun Street.

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Terms and Conditions of Hire of The Signing Rooms (Reviewed: Dec 2019.)

The Premises

The Premises may only be used by the organisation/individual hirer (The User) for the purpose and during the period indicated on the Application for Regular Hire of The Signing Rooms form. Only the specified room(s), communal facilities and toilets may be used. Regular users must notify term dates to The Signing Rooms.

The User is responsible for notifying The Signing Rooms of any defects to the premises, furniture or equipment as well as any power cuts and/or hearing malfunctions in order that these can be rectified as soon as possible.

The User must ensure that the heating system's controls are not adjusted during the Hire Period. Any problems with the heating system should be reported to The Signing Rooms as soon as possible.

The premises must be left in a clean and tidy condition, with all furniture and equipment put away after use. Carpets must be vacuumed to remove any dirt. A vacuum cleaner is provided by The Signing Rooms. All rubbish must be removed and placed in the correct recycling bins as advised. Please ask families to take home dirty nappies. For Birthday Parties/one-off events, please see the separate Application Form.

Set Up/Down Time

Whilst we appreciate set up and set down times can vary amongst Users and this time will not be charged; Users should agree a reasonable length of time with The Signing Rooms. See Extra time.

Extra Time

Once the Fee and Set Up/Down Time has been agreed, The Signing Rooms reserves the right to make an additional charge where the User exceeds the booked Hire Period, Set Up/Down times, or changes its requirements. This will be set by an extra half hour fee.

Access and Vacation of rooms/premises

When vacating the premises, the User must ensure that the hired Room(s)' lights are switched off, windows locked, and doors locked.

If the User has a key to the main door, and is the only person in the building, they should ensure all lights and equipment is switched off (excluding central heating) and that all windows and the main door is locked.

If the User does not have a key to the premises, please do not leave the premises unlocked but await the arrival of an official Signing Rooms or Secret Garden representative who will make sure that the main doors are shut, and the premises are secure.

Where the User has been issued with key to the premises; the terms of the Keyholder Agreement apply.

Equipment Storage

There is no available space for storage of furniture or articles of any kind on the premises. The User may only leave equipment, with prior written agreement from The Signing Rooms.

The Signing Rooms will not be liable for loss of damage to any such items, and the User should make their own appropriate insurance arrangements.

The Signing Rooms reserves the right to remove any unauthorised items or any deemed by The Signing Rooms to be in contravention of its Health and Safety Policy.

Damages

The User is responsible for all damage (other than fair wear and tear) to the premises or any of the Premises' fixtures, fittings and equipment which is occasioned in whatever way. Any damage or breakages must be notified to the Signing Rooms immediately and be paid for in full by the User.

Public Liability Insurance and Liability

The User must ensure that they, and any outside person they may be recruiting to work with them on the premises e.g. caterer, entertainer has the appropriate Public Liability Insurance.

The User agrees that The Signing Rooms accepts no responsibility for injury or loss to person or property arising out of the use of the premises. The User will indemnify The Signing Rooms against any claims for injury, loss or damage to the premises for which The Signing Rooms is not responsible.

The Signing Rooms does not accept responsibility for the property of anyone on the premises. Property left on the premises is left at the owner's risk and without any liability on the part of The Signing Rooms.

Cancellation

Once a signed version of this document has been returned the booking is confirmed and the cancellation policy will apply.

The Signing Rooms will not refund the Fee, if the User wishes to cancel the agreement, once the Hire Period has started.

Should the User wish to cancel a booking before the Hire Period starts, then the following will be charged:

More than 2 weeks' notice of Hire Period Start Date: Full refund

Less than 2 weeks' notice of Hire Period Start Date: 50% of room hire fee.

The User must give notice to The Signing Rooms of the cancellation of any booking in writing and will be effective from the date received. The Signing Rooms reserves the right to charge the Full Fee for the cancelled booking if such notice is not given. The User who uses the rooms weekly must give 4 weeks-notice to end the agreement.