



TERMS & CONDITIONS OF ROOM HIRE

PAYMENT AND CANCELLATION

- Swarthmore requires Three weeks' notice of cancellation for a full refund, two weeks for a 50% refund or any room bookings will have to be paid for in full if the notice is less than 14 days.
- Payment terms strictly 30 days from the date of invoice, all invoices must be paid in full prior to the event/ room booking date.
- Any changes after the invoice has been raised may be subject to an additional administrative fee of £10.

FIRE SAFETY REGULATIONS

- A designated member must sign the Visitor's electronic signing-in system on arrival at reception on behalf of the group.
- All hirers should read the Fire Action notices displayed in each room and complete the User Group Signing-In Book in each room
- In the event of an evacuation, it is the hirer's responsibility to take a register of all attendees, ensure all attendees leave the building in an orderly fashion and convene at the assembly point outside the building, and report with the register to the Fire Marshal wearing a high-vis jacket.

HIRER RESPONSIBILITY

- At the end of each session, the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition.
- The period of hire should include the time required by the Hirer to set up, and clear and clean up afterwards.
- Swarthmore reserves the right to charge for cleaning of the hired room should it not be left in an acceptable condition – this will be charged at an hourly rate for our caretaking staff (£15 per hour).
- Any damage which occurs during the period of hire will be charged to the hirer. Notes will be taken of any damage which occurs and may influence future rentals. Repetitive damage may require a pre-paid bond.

BAD WEATHER

- In the event of bad weather you should check the website www.swarthmore.org.uk to make sure that the centre is open. We will endeavour to contact you directly if we are closed for any reason but this is not always possible.

CHILDREN'S ACT 1989

- If children are present during the period(s) of hire, the hirer must agree to comply with the requirements of the Children's Act 1989.

PAT TESTING OF ELECTRICAL ITEMS

- All electrical items on the premises have been tested to comply with health and safety, and insurance guidelines.
- As part of our leasing arrangements, room hirers must undertake to have all electrical appliances that are brought into Swarthmore tested and labelled as PAT tested.