



Room Hire Agreement – Kensington Community Learning Centre CIC

In these conditions the 'Hirer' is the organisation or person in contact with the centre either verbally, email or via the booking form.

1. Booking Confirmation and Invoicing:

- a. Provisional bookings are not guaranteed until the booking is confirmed in writing by both parties at least 4 weeks prior to the first date of the booking.
- b. Unless agreed by the manager beforehand all bookings must be paid for within a week of receiving an invoice from Kensington Community Learning Centre CIC. Payment must be made in advance for room hire and for any additional charges, as listed on the room hire rates document. Printing, office service charges and any additional charges accruing not on the original invoice will be invoiced separately.

2. Refund Policy:

- a. All cancellations must be made in writing to info@kclc.co.uk.
- b. Cancellations made more than four weeks prior to the booking will receive a full refund.
- c. Cancellations made between four and two weeks prior to the booking will receive a refund at 75% of the original rate.
- d. Cancellations made between two and one week prior to the booking will receive a refund at 50% of the original rate.
- e. Cancellations made within one week of the booking will be non-refundable.
- f. In instances where previously agreed by the manager that payments are made in arrears, the above amounts will be due.

3. Fire Regulations:

- a. Kensington Community Learning Centre CIC regulations will be observed by the Hirer at all times.
- b. Candles and indoor fireworks are not allowed under any circumstances.

4. Damage:

- a. All rooms must be left in the condition they were found.
- b. Hirers will be subject to the full cost of mending any damage or excessive wear and tear to Kensington Community Learning Centre CIC property.
- c. Under no circumstances may posters be fixed to walls or doors using any adhesives. Failing to meet this condition will result in an automatic additional charge of £100.00 plus VAT.
- d. Hirer will be subject to pay the full cost of any extra cleaning required, including removing ink from tables.

5. Room Opening Hours:

- a. Access times to rooms are through prior arrangement.
- b. If any guests of the Hirer remain in Centre after the end time stated on the booking form, Kensington Community Learning Centre reserves the right to charge an additional cost, based on the standard room hire rate.

6. Obligations to Kensington Community Learning Centre CIC:

Kensington Community Learning Centre CIC will use its best endeavours to supply the accommodation specified in the booking form. Kensington Community Learning Centre CIC shall not be liable for any failure to provide the accommodation reserved when that failure is caused by an



event beyond its reasonable control although Kensington Community Learning Centre CIC will use its best endeavours to provide alternative accommodation. Kensington Community Learning Centre CIC also reserves the right to determine and vary the location of any accommodation to be used at its discretion both before and during the period of hire.

Unfortunately, Kensington Community Learning Centre CIC are unable to cater for groups requiring microphones and/or large speakers, unless the whole centre is hired out, as these disrupt other users of the Centre.

7. Liability:

Kensington Community Learning Centre CIC will not accept responsibility for loss or damage to any property belonging to the Hirer or any property brought or left upon Kensington Community Learning Centre CIC's premises either by the Hirer or by its Agents, Contractors or Delegates. The Hirer shall be liable for and indemnify Kensington Community Learning Centre CIC against any claims in respect of death, injury, loss or damage where any such claim is caused by or arises by reasons of the act, omissions or claim is caused by or arises by reasons of the act, omissions or neglect of the Hirer, Agents, Contractors or Clients.

8. Copyright:

The Hirer is responsible for ensuring that no copyright laws are broken during events held on Kensington Community Learning Centre CIC premises.

9. General:

The Hirer and any parties brought into Kensington Community Learning Centre CIC are expected to behave in a responsible manner, with due regard to the regulations of Kensington Community Learning Centre CIC (including those relating to statutory fire and safety requirements) and any reasonable instructions of Kensington Community Learning Centre CIC and its officers. Any breach in respect of the Hirer's obligations may result in termination of the booking.

10. Correspondence:

Any notice to the Hirer shall be given at the address on the booking form or any other address provided by the Hirer at the time of booking.

11. Jurisdiction and Proper Law:

The contract, constituted by the booking form and Kensington Community Learning Centre CIC's confirmation thereof, shall be subject to English law and shall be deemed to have been made in England. Kensington Community Learning Centre CIC- A community interest company Limited by Guarantee. Reg. No. 06956711. Registered Office: Kensington Community Learning Centre CIC, 291-299 Kensington, Liverpool, L7 2RG.

12. Acceptance of agreement

By making a booking you are agreeing to these terms and conditions.