

TERMS AND CONDITIONS OF HIRE

1. Bookings

All bookings are accepted as 'provisional' until either the booking form is signed in person or a letter or email confirming the booking is received by the St Thomas Centre within seven days of the provisional booking being made.

All Rooms will be set-up in accordance with agreed room layouts on the booking form. No changes can be made on the day.

2. Cancellations by you (from and including day of cancellation)

7 working days and less (inclusive) prior to, but not including the function date.	Full charge
8 to 14 working days (inclusive) prior to, but not including the function date.	75% charge
15 to 28 working days (inclusive) prior to, but not including the function date	50% charge
29 to 48 working days (inclusive) prior to, but not including the function date.	25% charge

3. Cancellations by us

The Centre Coordinator reserves the right to cancel any bookings due to:

- a) Non confirmation of bookings in writing within seven days of the provisional booking being made.
- b) For reasons beyond the Centre's control; in these circumstances a full refund will be given if payment has already been made.

4. Smoking

In line with Government legislation the St Thomas Centre is a NO SMOKING building. There is a designated smoking area and all users are requested not to smoke immediately outside the front doors.

5. Invoices

All invoices should be paid within thirty days after the event.

6. Personal belongings

The Manager, Centre staff or agents are unfortunately unable to accept any responsibility for personal possessions brought into or left on the premises.

7. Public Liability Insurance and Additional charges

All organisations using the centre are required to have their own public liability insurance.

A sum for reasonable clearing up and wear and tear after events is included in the price of hire. However in the event of excessive cleaning or unreasonable damage (particularly deliberate acts such as graffiti or vandalism) additional charges will be made to cover the Centre's full cost of making good.

8. Children on the Premises

Minors attending the St Thomas Centre must be supervised by a responsible adult at all times.

9. Excessive noise or disturbance

The St Thomas Centre is also a base for office workers and any event that might cause a disturbance to those workers for any reason must be notified and specifically agreed beforehand. Failure to do so will result in the event being stopped. This particularly refers to the playing of loud music or creating loud noise.