

PECDT TERMS and CONDITIONS FOR ROOM HIRE IN VINCENT HOUSE

Please read these terms and conditions carefully.

By completing and signing our Booking Request Form, you are agreeing to them.

1. BOOKING REQUESTS

PECDT hires out meeting rooms in Vincent House subject to availability. To request a booking, please phone 020 8443 3858 or email roomhirepecdt@btconnect.com or do so in person by appointment during normal office hours.

All bookings must be made in writing using our Booking Request Form. By completing and signing this form, you agree to these Terms and Conditions.

We can give you copies on paper or by email or you can get copies from our website:- <http://www.pondersendcommunity.btik.com>. We reserve the right to vary these Terms and Conditions at any time. We will notify you in writing of any changes that may affect your booking(s).

We require the name and address of the person who will be responsible for the booking and for complying with these Terms and Conditions.

Subject to the availability of the rooms, when we have received a Booking Request Form from you, we will confirm your booking in writing. Your booking is not valid until you receive written confirmation from us.

For reasons of safety, you must confirm the number of people attending your event at the time you make the booking. The maximum limits are 50 people in Meeting Room 1 and 25 people in Meeting Room 2.

2. RESERVATIONS and PROVISIONAL BOOKINGS

If you request it, we will allow a period of twenty-four hours from the time we let you know that a room is available to our receiving your completed booking form. During that time, we will not hire the room to another user. After that time, we will apply our normal policy of first come, first served.

3. ROOM HIRE CHARGES

Our charges are listed at the end of these terms and conditions. We reserve the right to vary these charges as necessary. We hire out rooms by the hour, working day or half-day, by agreement made in advance. We will consider negotiating alternative charges for regular customers for repeat and long-term bookings. Please ask us for details.

4. BOOKING TIMES

We will let you know of any other bookings in the rooms before or after your event. You must vacate the room immediately if others have booked it.

If your event overruns, we reserve the right to make additional charges for the additional time and for any inconvenience caused to us.

We hire out the rooms between 8.00 am and 10.30 pm, including weekends and public holidays. Exceptionally, we will consider allowing music until 10.30 pm. The rooms and common areas must all be completely vacated by 11.00 pm.

5. PAYMENTS

We will agree payment terms with you at the time of booking. You may pay by cheque, in cash, through BACS or CHAPS, or, at our discretion, by invoice. Invoices are payable on demand.

We reserve the right to require a returnable deposit and/or payment in full in advance. We may use the deposit to offset any cancellation charges or any damage, loss or cleaning charges resulting from your use of the Meeting Rooms.

6. LICENCES

You are responsible for having any licences required for your planned activities.

Ponders End Community Development Trust

Registered Office: PEC DT c/o Ponders End Library, College Court, High Street, Enfield EN3 4EY Tel: 020 8805 0412;
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7. FREE USE, SPECIAL REQUESTS and DISCOUNTS

Free bookings may be granted at the discretion of PEC DT and the landlord of Vincent House, Christian Action Housing Association.

Local community groups and not-for-profit groups may be eligible for discounts if they are based in and work in Ponders End and have an annual turnover less than £100,000.

We will consider exceptional requests for concessionary rates. Please ask us for details.

8. CANCELLED BOOKINGS

Unless agreed otherwise, we will apply a **cancellation charge** as a percentage of the total booking charge as follows:

Four and five working days before the day of the booking:	50%
Up to three working days before the day of the booking	80%
On the day of the booking:	100%

For cancellations of bookings made using free allocations, we will apply these rates pro rata in hours to the current or next agreed allocation.

If the room you have booked cannot be used for your event, our liability to you is limited to the value of any booking fee and/or deposit already paid by you for that event. This condition does not affect your statutory rights.

Should we become aware of any circumstance likely to prevent your event taking place in the room you have booked, we will give you as much notice of this as we reasonably can.

9. SETTING UP and CLEARING UP

You may arrange the room as you wish, provided that emergency exits are fully accessible at all times. Please ask us about

any other items of equipment you may need for your event.

There are no facilities in Vincent House to store your equipment or belongings. Anything you leave is entirely at your own risk. Neither PEC DT nor any other party in Vincent House can accept responsibility for any belongings left anywhere in the building.

You may arrive early to set up the room, at our discretion, depending on other bookings and if no-one else is using the room. If you ask PEC DT to set up the room for you, we will charge extra, depending on the work involved, with a minimum charge of fifteen pounds (£15.00).

At the end of your booking, you are responsible for leaving the room in the same condition in which you found it, in a clean and tidy condition, removing any personal belongings, unwanted goods and refuse.

If PEC DT has to clean and tidy the room after your booking, we will make a minimum extra charge of fifteen pounds (£15.00).

10. REFRESHMENTS AND CATERING

All arrangements for refreshments, food and drink must be agreed with PEC DT when you book the room. Now that Vincent House has a café at the front of the building, we no longer provide refreshments for you ourselves.

There is a small kitchen area in Meeting Room 1 to prepare refreshments such as drinks and light snacks.

This kitchen area must not to be used for any other kinds of catering preparation or cooking. Please leave it clean and tidy, and clean and put away any items you use.

There is no catering provision in Meeting Room 2. You may bring in your own food or use an external caterer, within reason and by prior agreement with us.

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11. ALCOHOL

With our prior written permission, you may bring in and consume your own alcohol in the Meeting Rooms.

You may not sell alcohol in the building in any circumstances.

12. HEALTH AND SAFETY

Vincent House has a Reception Office staffed twenty-four hours a day all year round. All visitors must sign in there.

Smoking is not permitted anywhere in the building or grounds.

Please observe fire and safety regulations and procedures. Make yourself familiar with emergency exits. In the event of a fire, staff will help to evacuate everyone from the building to the assembly point.

You are responsible for ensuring that all electrical and additional equipment you bring into the premises complies with statutory standards. You bring all belongings to Vincent House entirely at your own risk.

13. OTHER FACILITIES

Vincent House is accessible to wheel chair users. There is a ramp to the main entrance and a lift to all floors. You can set down and pick up in the access road next to Vincent House. Please ask us in advance if you need to use these facilities.

Use of the lavatories on the ground floor, including one for people with disabilities, is shared with others in the building. The rear garden is for residents only.

There is no parking available to visitors on site. The underground car park is reserved for

residents and permanent staff. It has a low ceiling unsuitable for minibuses. Please ask us about parking nearby.

14. RESPONSIBLE USE

You are responsible for the safe and orderly conduct of your party, staff, contractors, agents and guests and for ensuring that they do not disturb, obstruct or interfere with other occupants in the premises. There are tenants living upstairs and other organisations have staff and visitors using the building.

Please do not eat or drink, cause disturbances or use mobile phones in rooms, corridors and areas that you have not hired. No loud music, singing, shouting or other noise is permitted between the hours of 9.00 am to 9.00 pm.

In the event of any disruption, PEC DT reserves the right to cancel your booking, require you and your party to quit the premises and charge you the full cost including any deposit.

15. SPONSORSHIP AND PUBLICITY MATERIAL

If you publicise any activity being held in rooms you hire from us, you must display on it the full name and address of the organiser from whom further details of the event can be obtained.

Posters and banners may NOT be fixed to the outside of the building.

Notices within the building may be placed at our sole discretion and with our express permission.

PECDT 3rd September 2010

p.t.o. for our current rates

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Current Rates

2010

Meeting Room 1 (MR1) ground floor

£20 per hour Standard Rate

£10 per hour Concessionary Rate for community groups based in and working in Ponders End and with an annual turnover less than £100,000.

Meeting Room 2 (MR2) downstairs

£10 per hour Standard Rate

£5 per hour Concessionary Rate for community groups based in and working in Ponders End and with an annual turnover less than £100,000.

Setting Up and Clearing Up Charges:- If you do not wish to do this yourself, we charge a flat rate of £15.00 to set up each room and £15.00 to clear up afterwards,. We reserve the right to vary this charge depending on the amount of work you would like us to do for you or the amount of work needed after you leave. Charges will include work in any common areas left untidy and/or damaged. We will charge you the full replacement cost for any losses, damages and breakages, including kitchen equipment and fixtures, tables, chairs, flip-chart stands, room dividers, walls, floors, carpets, ceilings, lights, windows, blinds, doors, decorations, whether in the room or in common areas.

Refreshments and Catering:- With effect from 30th September 2010, PEC DT no longer provides refreshments. There is now a café on site which can provide all types of refreshments and catering.

We reserve the right to require from you payment in full in advance and the payment of a returnable deposit of an amount to be set at our discretion, usually £75.00. We may use such payment and deposit without notice to offset any cancellation charges, any losses, damages, breakages, cleaning charges, setting up and clearing up charges resulting from your use of the Rooms.

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