



Fisherrow Centre Conditions of Hire

1. Rooms are booked for the times stated on the booking confirmation and cannot be accessed before or after those times.
2. Rooms must be vacated on or before the time stated on the booking confirmation. Additional time required for set up or clear down must be included in the booking.
Failure to exit rooms by the end of the booking will incur a £50 charge.
3. Rooms must be vacated in the same clean and tidy condition in which they are found.
Please inform staff on arrival of any issues. **Rooms left in an unacceptable condition will incur a £10 charge.**
4. Crockery, cutlery and catering are not provided. Outside catering may be arranged by you. Kettles and kitchens are available in some rooms please ensure you book a room that meets the needs of your group.
5. Post booking all food must be removed/disposed of.
6. Electrical appliances/equipment brought in by you must have an up to date PAT label attached.
7. Children included in any booking must be supervised at all times by a responsible adult.
8. Toasters, Candles and naked flames are prohibited.
9. The Fisherrow Trust accept no liability or responsibility for any injury, loss or damage to any persons or property arising within the building or grounds.

CENTRE FIRE PROCEDURES

- Fire Action Notices are located by the door in each room, please read these carefully and be aware of what action to take should you have to evacuate the building.
- A register must be kept by you of all members attending the group/class during each booking.
- You will be responsible for ensuring all group attendees are accounted for in the event of evacuation and to proceed with them to the designated assembly point.
- In the event of a fire (or drill) the register **MUST** be presented to the Centre Fire Warden outside at the designated fire evacuation point. Wardens will be recognisable by their yellow jackets.
- You must inform centre staff of any group members who would require assistance in the event of evacuation so that a personal evacuation plan (PEEP) can be drawn up for them **PRIOR TO THE BOOKING DATE.**

Payments

Payment is made by card at the time of booking.

Cancellation Policy

Bookings can be cancelled for a full refund up to 48 hours in advance.
Cancellations more than 48 hours in advance will not be eligible for refund.

I agree to the above terms and conditions.

Print Name:.....

Signed..... Date:.....