

## TERMS AND CONDITIONS

### Specific Conditions

Provisional bookings made verbally will be held for a period not exceeding seven days. During this time it is the client's responsibility to complete, sign and return the relevant booking form. The booking will not be considered confirmed until the form is received.

If a form is not received within the seven day period, South Hunsley School reserves the right to accept other bookings in its place without prior notice to the original client.

All users shall familiarise themselves with notices related to health, safety and fire precautions displayed relevant to the facilities being used. Please consult staff for advice if required.

No portable electrical equipment, provided by the user, must be connected to the premises fixed electrical supply unless it has undergone periodic testing and certification for electrical safety by a competent person, in accord with the Electricity at Work Regulations 1989. (Such tests should be carried out annually or in the case of heavily used equipment more frequently).

The user shall ensure that school premises and facilities used are left in a tidy condition.

Car parking at the premises is at the owners' risk. The user must ensure that entrance roads are kept free of traffic to allow vehicles to pass in an emergency.

### Loss or Damage / Insurance Matters

South Hunsley shall not be liable for any loss or damage to the hirer or their property or any person or persons admitted to the premises by the hirer except in the case of personal injury or death where the same is due to the negligence of the school.

South Hunsley School requires the hirer to make good all loss or damage which may be caused by the hirer or any person authorised by the hirer to enter the premises during the hiring period to the premises or any property on the premises.

### Cancellations

It is the responsibility of the client to notify the school of any cancellation in writing. (e.mail is acceptable).

Unfortunately sometimes an event has to be cancelled. Where this happens we will try and keep our cancellation charges as low as possible.

Cancellation	-	more than 15 working days	= no charge
		between 5 – 15 working days	= 20% of room hire
		less than 5 working days	= 20% of room hire and 100% of catering costs