**Terms, Conditions and Regulations for Room Hire**

1. A member of staff will open the room, unless agreed otherwise.
2. The room is let on the understanding that any member of staff has the right of entry at any time for a valid reason to the area hired.
3. The times booked should be adhered to at all times or further charges will be applied.
4. Regular clients must pay monthly in advance. A non refundable deposit is payable for all other bookings and the balance must be paid 2 weeks prior to the day of the booking. Cancellation of regular bookings must be done with a month’s notice in writing.
5. A deposit of £25 is payable at the time of booking and this will only be refundable on satisfactory inspection of the area used after the event.
6. Cancellation charges prior to the event booking will be applied as follows: cancellation up to 4 weeks of booked date – 50% of agreed charges, within 2-4 weeks of booked date – 75% of agreed charges and less than 2 weeks – 100% of agreed charges. All cancellations must be received in writing by Soft Touch Arts and will be acknowledged upon receipt.
7. We shall be entitled to cancel your booking where we need to do so due to circumstances outside of our control (including, but not limited to, situations where our premises, or any part of it is closed due to fire, Act of God, by order of any public authority or otherwise) or for use by Soft Touch Arts.
8. Damage – The client will be responsible for the cost of repairing any damage caused, replacing furniture or fittings lost or damaged, or for deep clean of the rooms hired in the event that unnecessary mess is caused. In event of this the deposit may be held back to cover these costs.
9. Conduct – The client will be responsible for the proper conduct of persons using the hire.
10. Loss of property – Soft Touch does not accept responsibility or liability for any damage or loss of property belonging to the client while on Soft Touch’s premises during the period of hire.
11. Fire Risks – The client should make themselves familiar with the fire procedures for the booking and inform Soft Touch staff at the time of booking of any factor that involves extra fire risks.
12. Indemnity – The client shall indemnify the booking against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which might occur whilst the person is in or upon the hire property or arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by any person.
13. The hired room foyer and toilets are the only areas to be used and the client accepts all other rooms will be either locked or classed as out of bounds unless a request is made.
14. Groups – The client is responsible for making sure that all appropriate insurance and staff checks, such as DBS checks, are in place.
15. The building is located within a residential neighbourhood. The client is responsible for the activities taking place during their booking and must ensure that the participants do not undertake any activity which may be deemed as anti-social. The client is required to act upon any reasonable request from the Soft Touch staff/management board in respect of this clause. Conduct likely to be considered, as anti-social will not be tolerated in the building, within its grounds or within the surrounding areas.
16. No amplified music or other music must be played in the premises beyond 23:00 hours without prior arrangement.
17. Smoking is prohibited inside the premises and only allowed at the designated smoking area where the cigarette end dispenser is located.
18. At the end of the booking period the client is to leave the room(s) in a clean and orderly state free of litter, and in particular ensure that all tables supplied are duly folded and all chairs duly stacked. Any equipment hired should be left in working order and returned to the member of Soft Touch staff at the end of booking period.
19. The client accepts these terms and conditions on the basis that he/she as named will be held fully responsibility during the hire period.