

## VENUE HIRE TERMS AND CONDITIONS



Failure to observe these conditions may lead the Well Coffee Lounge to require that the hirer or the hirer's guests leave the premises without refund of the hire charge.

1, To confirm a booking, a deposit of 50% of the booking cost is required on acceptance of the quotation issued. Full payment should be received by BACS no later than 10 days before the event.

2, In the event of a cancellation, which at all times should be received in writing, the hirer is liable to pay the following cancellation charges: -

Up to 14 days notice – loss of deposit

Up to 28 days notice – full refund of deposit

After 1am of the day of hire, an additional charge is made of £100.

3, The hirer is responsible for all aspects of the hire, supervision, and management of the event, including: -

- Safe and orderly vacation of the venue of all guests within the specified hire period.
- Leaving the venue in a clean and safe condition.
- Safe removal of all and any equipment/decorations that has been brought in by the hirer.
- All electrical equipment brought onto the premises must have been PAT tested and evidence of such may be requested at any time.
- All soft and alcoholic beverages must be completely removed from the premises leaving nothing but empty bottle on site.
- If private hire of kitchens and/or the service of food is dependent upon the persons undertaking such work being able to prove adequate training and competence to do so and can if the Manager requests such, provide evidence of training and understanding of current food hygiene legislation and working practises. Personal public liability cover must be obtained.
- The venue must be left clean and tidy, and all areas left clean and free of any debris on the floor, disposing of any mess in the bins provided.
- You are responsible to keep the coffee lounge in a good state of repair and you will pay for all breakages and damage to the premises or items used.
- Toilet facilities must be check and all or any personal belongings taken, please note our venue does not have a disabled toilet facility.

4, Hire of the venue on public holidays, Bank Holidays and Christmas Eve are charged at the normal rates plus 50%. Charges for the hire of halls on New Years eve are available on request.

5, Customers are reminded that a full list of the terms and conditions of hire will be listed and stipulated on the accepted quotation, all rules and agreed procedure must be followed to the letter.

6, Any alterations or change in agreed service options other than what is indicated on the accepted quotation must be requested in writing no later than 15 days before the hire venue, changes can not be made after this time.

7, Hirer and guest are not allowed to use the Royal Arcade seating area designated to The Well Coffee Lounge after the hours of 5.30pm Monday to Sunday. After this time the door leading to the Arcade must and will be locked.

8, If staff have been hired from the Well Coffee Lounge for the function, their instructions will be stipulated on your quotation and no other request other than what is listed can be requested during the event.

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9, Hirers are requested to make themselves familiar with the fire exits and assembly points. In case of a fire hirer and or onsite staff must call 999 for all emergencies including fire, ambulance, or antisocial behaviour.

10, The Well Coffee Lounge takes no responsibility or liability for personal items belonging to the hirer or their guests that may be lost or damages through the duration of the venue hire.

11, Hirers that are using the kitchen must have their own public liability cover and a copy must be issued to us before the event.

12, Please note there is no allocated parking for venue and there can be no parking outside other than for loading and unloading with a maximum limit of 15 minutes at all times of day and night. Customers use this area at their own risk and The Well Coffee Lounge take no responsibility for fines that are obtained.

13, The hirer is responsible to keep the coffee lounge in a good state of repair and you will pay for all breakages and damage to the premises or items used.

13, Booking payment must be received by BACS to the bank account given to you when you confirm your booking. Bookings should be paid for by the date given on the invoice, or bookings are at risk of being cancelled. Please ensure you state your name and booking date as your customer reference when making the payment.

The contract will be between yourself and:

The Well Coffee Lounge C/O Safe and Sound Dorset and Hannah Rees ([hannahrees1973@gmail.com](mailto:hannahrees1973@gmail.com)) 01425 273275 /07745061274.

Hire date: Saturday 30<sup>th</sup> September, 23 – Hours: from 5pm to 12 midnight please see quotation for event details.

Signed..... Print..... Date.....

Please return to [info@safeandsounddorset.org](mailto:info@safeandsounddorset.org) The manager (Mobile: 07852664667