

Terms and Conditions of Hire

Please note that Paddington Arts operates a NO SMOKING policy

The person named on the room booking shall be the Hirer and shall be responsible for ensuring that these conditions are met.

Paddington Arts reserves the right to request any Hirers to leave where any Terms and Conditions are not complied with, without refund.

The Hirer understands and agrees to the following conditions:

- Bookings must be confirmed in writing via e-mail, fax or letter and must include setting up and clearing down time. Requests for equipment must be confirmed at the time of booking. Provisional bookings can only be held up to 5 working days prior to the event.
- All hires must be paid for in advance or within 30 days of receipt of the invoice unless account terms have been agreed with Paddington Arts.
- Once a booking is confirmed, cancellations made more than 5 working days prior to the event will be subject to a £25 fee. If a cancellation is made within 5 working days of the event, the full invoice amount will be payable.
- For large bookings, a refundable £25 cleaning deposit per room must be paid prior the event.
- Premises are not to be used for any purpose other than that stated and to ensure the centre policy regarding security is adhered to.
- The name of a designated representative for the hire must be provided. This representative shall be present and responsible throughout the duration of the hire.
- To compensate on a new for old basis, Paddington Arts for any damage caused to the building or its contents and appliances during the period of hire or as a result of any breach of the terms and conditions of hire.
- To ensure that the fire apparatus on the premises is not interfered with in any way.
- To ensure that at no time during the period of hire any emergency exit from the premises is obstructed or fire doors left open.
- To ensure all persons using the premises undertake to comply with the health and safety, security and fire evacuation procedures.
- To take proper steps to control admittance to the function and ensure that there is no intrusion or hindrance to any other event or function taking place elsewhere in the building.
- To ensure that if music is played noise levels are checked during the function and reduced if necessary so that noise does not cause nuisance or inconvenience to occupiers of neighbouring properties.
- Hirers exhibiting art work are asked to display them on portable mounting boards. Paddington Arts pictures and poster boards are not to be removed without prior consent of the Management.

- That the hire period is inclusive of setting up and clearing away time of the activity. The Hirer or designated representative must ensure that activities for which the premises are hired cease in sufficient time so that all equipment concerned with the hire is removed and rooms used tidied and any decorations removed and disposed of responsibly. The hirer or designated representative is responsible for restoring rooms to good order.
- Hirers must leave the rooms promptly at the designated times.
- Hirers must ensure that noise levels upon arrival and when departing are kept to a minimum so as not to cause nuisance or inconvenience to neighbouring properties.
- To ensure that there is no misuse of centre property i.e. propping the automatic doors open as this will result in exclusion from future use and possible expense for repairs.

PLEASE NOTE THAT

Paddington Arts will not be responsible for any loss or damage to personal property left on the premises by the hirer or any other person connected to the activity.

Paddington Arts cannot be responsible for any damage to neighbouring properties as a result of a group's activities (except where damage relates directly to members of staff) and users will be required to compensate neighbours on a new for old basis.

Paddington Arts accepts no responsibility for children on its premises: any children permitted to enter the building in connection with a room hire MUST be accompanied by a responsible adult.

Paddington Arts reserves the right not to allow use of parts of the building (other than those rooms hired) during the period of hire.

Paddington Arts is a secular organisation, we do not hire spaces for worship but will consider booking requests from religious organisations to hold other functions.

Paddington Arts reserves the right to terminate ANY booking if the activity is in direct contravention with the Centre's Equal Opportunities policy and/ or these Conditions of Hire, or for any other reason the Paddington Arts Management feels is justified.