



West Middlesbrough Neighbourhood Trust

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Acklam Green Centre : 01642 811120, WMNT Resource Centre : 01642 255001
Email: enquiries@wmnt.co.uk Website: www.wmnt.co.uk

Terms and Conditions for the hire of rooms and services for Block Bookings

Your contract is with Acklam Green Centre or WMNT Resource Centre, part of West Middlesbrough Neighbourhood Trust. All bookings are subject to users following all items of the terms & Conditions as described below.

1. Use of Hirer's Equipment

Hirers should ensure that all equipment and materials brought into the Centre comply with and are used in accordance with relevant legislation. Under no circumstances should the permanent electrical installation be altered or otherwise interfered with.

2. Loss of or damage to property.

The Centre will not accept responsibility for loss of, or damage to, property brought onto the premises due to any negligence, omission or fault of the Centre's staff or agents. On confirmation of the booking, the Hirer agrees to replace, or pay to the Centre the cost of making good, any damage caused to the premises or equipment by the Hirer or their delegates.

The Hirer agrees to pay to the Centre the cost of any additional cleaning works incurred as result of the hire.

3. Public Nuisance

i) Noise

The Centre has a duty of care towards local residents in that all noise will be closely monitored so as to minimise any noise pollution. The Centre reserves the right to reduce the volume of, or cease the playing of, any music, which is considered to be excessive. No refunds will be payable to the hirer in such an instance.

ii) Parking

The centre has a limited number of parking places. Please be considerate to local residents when parking vehicles outside the designated parking areas. If using Public Transport, a number of buses run regularly alongside the centres.

iii) Smoking

The Centre, the Garden and carpark are no smoking areas. A designated smoking area is outside the main gates with an ashtray located on the brick building within the carpark. Please ensure all delegates use this facility to avoid littering the pavement with cigarette ends

4. Estimate of numbers

The hirer should provide an estimate of provisional numbers at the time of booking, with final numbers confirmed **a minimum of 2 days prior to the event.**

5. Annual review of fees.

The Centre reviews prices every year and reserves the right to increase them.

6. Confirmation of bookings.

The Centre will treat reservations as provisional until it has received a signed confirmation form. Clients are asked to check the details of the confirmation **the Terms & Conditions Form and return it to the Centre 1 week** before the commencement of the booking. Equipment requirements should be notified in advance. The room will be available 10 minutes prior to booking time unless otherwise arranged.

7. Payment

Payment will be requested at the end of each calendar month and payment should be made by return

8. Cancellation fees.

Once the signed Terms & Conditions is received, the booking will be subject to cancellation fees at the rates shown below (see Item 9 below). The Centre reserves the right to alter accommodation if necessary; however, we will endeavour to inform the client of any changes in advance.

9. Cancellation of Room Bookings

In the event of cancellation, the following charges will apply, and extend to the total charge, which includes room hire and catering fees.

Room Bookings

Less than 7 days prior to the event
7-15 days prior to the event
15-29 days prior to the event

Cancellation Fee

Full cost of booked event
Room hire plus 50% cost of pre-booked Refreshments
50% room hire charge

I agree to the above Terms and Conditions for hiring the facilities as requested on the Booking Confirmation Form

Hirers Name: _____

Hirers Signature: _____

Date of Booking: _____

Date Signed: _____

Signed on Behalf of WMNT: _____