



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

Your contract is with Acklam Green Centre or WMNT Resource Centre, part of West Middlesbrough Neighbourhood Trust. All bookings will be regarded as provisional until a signed copy of the Booking Confirmation Form is returned to the above address.

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 (15 + 2 disabled). Please be considerate to local residents when parking vehicles outside the designated parking areas. If using Public Transport, a number of buses run regularly along Longford Street which is a short walk from the Centre.

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 7 days prior to the event**. Please note that the final numbers are the minimum for which the Centre will make catering charges (see Item 6 below). Where no final numbers are received, charges will be based on those numbers supplied on the booking confirmation.

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 and inform the Centre as soon as possible for any errors or omissions. Hirers should then **sign the confirmation and return it to the Centre within 1 week** of the date the booking was made, otherwise it will be assumed that the reservation is not required and the date released.

Equipment requirements should be notified in advance. The room will be available 10 minutes prior to booking time unless otherwise arranged.

7. Confirmation of catering requirements.

The Centre will arrange and charge for catering as identified on the returned booking confirmation form. Guaranteed final minimum catering numbers will be required 7 days prior to the event, together with details of any special dietary requirements. Any increase in numbers can be accepted up to 24 hours in advance. The client may not bring any food/drink into the Centre for use during an event, unless agreed in advance and authorised in writing by WMNT.

8. Payment

An invoice will be processed after the event and sent to the person named on the booking form and payment is requested by return.

9. Cancellation fees.

Once the signed booking confirmation is received, the booking will be subject to cancellation fees at the rates shown below (see Item 10 below). The Centre reserves the right to alter accommodation if necessary; however, we will endeavour to inform the client of any changes in advance.

10. 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: _____