

## Terms & Conditions of Hire

**Bookings:** Once a date & time has been agreed, a £25 holding fee will be required to confirm your booking. Your event will then be promoted on Jane's Place website and promoted to Jane's Place network via social media.

**Cancellation:** If a booking is cancelled 28 days or more prior to your event, the £25 holding fee will be refunded in full. If a booking is cancelled 14-28 days prior to the event, 50% of the holding fee will be refunded (£12.50). If a booking is cancelled 14 days or less prior to the event, no holding fee will be refunded.

**Final payment:** The remaining balance must be paid within 7 days of receipt of the final invoice. If the Hirer fails to pay the balance due within 7 days, interest shall accrue upon the unpaid balance at the rate of 20% per week until it is paid. The Hirer shall also be liable for any legal fees, court costs, and other expenses associated with collection.

**Timings:** The timings stated on your booking form should be adhered to. Your booking includes an additional 20 minutes set up prior to your event and 20 minutes break down after your event. If this is exceeded, the normal hourly rate will be applied to you final invoice.

**Insurance:** The hirer is responsible for ensuring that appropriate public &/or professional liability insurance is in place. The hirer is also responsible for ensuring they have any additional insurance & relevant professional qualifications to carry out their activities they intend to run

**Refreshments:** If refreshments are to be provided by Jane's Place, special dietary requirements must be notified a minimum of 2 weeks before the event. When permission to use the kitchen has been granted it should be left in a clean and tidy state. A charge of £10.00 will be made for any necessary washing up and cleaning.

**Damages:** The hirer will be responsible for the cost of repairing any damage caused, replacing furniture or fittings lost or damaged, or for deep clean of the building in the event that unnecessary mess is caused. Failing to tell us about any damage may result in higher than expected cleaning or repair charges.

**Environment:** The Hirer is responsible for clearing and removing all rubbish off the premises at the end of the event. In addition, the hirer should remove all personal property and other items that were not present at Jane's Place from the time of hire. No alcohol is to be taken outside the house and consumed in the shared drive or the front of the house. Those attending should leave Jane's Place quietly without any undue disturbance to neighbourhood residents.