

Room Hire - Conditions of Hire

- 1) The sale of intoxicating liquor is NOT permitted unless the appropriate Justice License has been obtained. The license must be displayed at the event and shown to Beregen at least 1 week in advance. ***The hirer is responsible to ensure that the supply and consumption of alcohol whether bought on or off the premises conforms to the relevant laws in force.***
- 2) This is a no smoking building and you must ensure this is maintained at all times during your hire.
- 3) All music/dancing/hire activity MUST CEASE by 22:45 Mon-Thurs and by 23:45 Friday to Sunday because these are the terms of our entertainment licence. The premises must be vacated by all those not assisting with clearing up by 23:00 Mon-Thurs and Midnight Friday to Sunday.
- 4) Hirers are responsible and must ensure their users leave the premises with due respect to our neighbours, i.e. quietly and without excessive revving of car engines or slamming of car doors.
- 5) Please recycle your waste as much as possible. West Devon Recycling Containers are provided for your use. **UNDER NO CIRCUMSTANCES IS ANY FOOD WASTE TO GO IN BLACK BAGS.** We have had problems with rodent infestation and as we also have a preschool on site, we cannot run this risk.
- 6) Please leave the building as tidy and clean as you found it. We expect you to sweep the floor with the special sweeper stored by the side of the stage. We also provide cloths and cleaning fluid for wiping of tables and kitchen surfaces/inside microwave. ***Any damage or additional cleaning costs will be charged to the hirer.***
- 7) Please do not pin or fasten anything to the walls, stage boarding or any electrical fittings.
- 8) As a hirer you have a collective responsibility for Health & Safety. Should you observe any concerns/issues, please make safe immediately and inform a member of Beregen when returning the keys.

Bere Alston Regeneration Partnership Ltd

- 9) The balance of payment is due not later than 7 days before the booking. Please make cheques payable to Bere Alston Regeneration Partnership Ltd or use the BACS details provided on your invoice.
- 10) IN THE EVENT OF LESS THAN 7 DAYS NOTICE OF CANCELLATION, THE FULL HIRE CHARGE WILL BE PAYABLE. The period of notice is extended to ONE MONTH for EVENTS LONGER THAN 5 HOURS

By signing the Room Hire Booking Form, you agree to the conditions of hire listed above.

Thank you for your co-operation. If you have any comments or complaints, please contact Pere Dennis on (01822) 840000 or peterdennis@bereggen.org.uk