

Room Hire – Conditions of Hire

- 1) The sale of intoxicating liquor is NOT permitted unless the appropriate Justice Licence has been obtained. The licence 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 of the premises conforms to the relevant laws in force.**
- 2) This is a non-smoking/vaping building and you must ensure this is maintained at all times during your hire. Discotheques MUST be informed not to use any “Smoke Effects” at any time during a disco.
- 3) All music/dancing/hire activity MUST CEASE by 22:45 Monday to Thursday and by 23:45 Friday to Sunday because these are the terms of our entertainments licence. The premise must be vacated by all those not assisting with clearing up by 23:00 Monday to Thursday 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 ANY BLACK BAGS.** To avoid any problems with rodents please put all food waste into the designated food recycling caddies and other recycling material in the recycling containers provided. Please place all black bags and recycled waste in the bin store.
- 6) Please leave the building as tidy and clean as you would expect to find it. We ask 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 the tables and kitchen surfaces/inside the microwave and ovens. **Any damage or additional cleaning costs will be charged to the hirer.**

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- 7) Please do not pin or fasten anything to the walls, stage boarding or any electrical fittings.
- 8) As a hirer you must have a collective responsibility for Health & safety. Should you observe any concerns/issues, please make safe immediately and inform a member of Beregen after returning the keys.
- 9) The Bere Alston Regeneration Partnership Ltd. takes the safeguarding of children and vulnerable adults seriously. Please ensure that, where applicable, you have a safeguarding policy for your group.
- 10) Please ensure that you have insurance for your event.
- 11) The balance of payment is due not later than 5 days before your booking. Please make cheques payable to Bere Alston Regeneration Partnership Ltd or use the BACs details provided on your invoice.
- 12) 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 EVENT LONGER THAN FIVE HOURS.

By signing and returning the Room Hire Booking Form, either by post or electronically by email, you agree to the conditions of hire as above.

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