|  |  |
| --- | --- |
|  | **ELIZABETH HOUSE**  Station Hill, Cookham, Berkshire SL6 9BS  Tel: 01628 527621  email: manager@elizabethhousecookham.org  Registered charity 277473 |

**Standard terms and conditions applying to the Premises**

**throughout the period of hire**

1. All **initial** applications for hire must be in writing on an application form with a £50 deposit and forwarded on completion to the Manager at Elizabeth House. The person signing the form shall be considered the Hirer. At the end of a hire period, whether it is a short -term or long- term contract, any deposit will then be destroyed once we are satisfied no damage has occurred during the hire period.

2. Once the initial application has been accepted, the Hirer may be given permission to do online booking where they can book and cancel independently. Business hirers must provide the Manager with a valid Public Liability Insurance certificate and where appropriate current membership of the relevant Professional Member Organisation BEFORE the first hire date.

3. Elizabeth House reserves the right to refuse or cancel a letting if the venue or type of hire is not considered an appropriate use of a Day Centre for Independent Seniors. However, we will endeavour to provide as much notice as possible.

4. The Hirer may also cancel the initial booking and provided 24 hours’ notice is given to Elizabeth House any prepaid booking fees will be refunded. Once online booking access has been approved, the Hirer may cancel or amend at any time, even during a booked session should the timings of that session be changed.

5. The Hirer shall be liable for all loss, damage or injury to the premises, furniture or fittings occurring during the period of hire. All damage and breakages must be reported to Elizabeth House within 24 hours and will be charged at the full replacement cost.

6. Events, classes or therapy sessions cannot be advertised with posters or notices on or near the premises, or via social media, until your booking is confirmed.

7. Elizabeth House shall not be responsible for any loss or damage arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire etc which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.

8. All furniture or equipment etc brought on the premises by the Hirer must be removed at the end of the period of hire. No furniture or equipment maybe stored on the premises without the prior agreement of the manager. Elizabeth House shall not be responsible for any property of the Hirer whilst on the premises.

9. No additional light fitting or electrical appliance beyond those provided shall be used without the consent of Elizabeth House, nor shall there be any interference to those provided. Any electrical item used must have been PAT-tested.

10. No annoyance, inconvenience or disturbance should be caused to any other hirer or occupier of adjacent premises or any member of the public.

11. No nail or fastening shall be driven or put into the wall, floor, furniture or fittings of the premises inside or outside the building.

12. Sub-letting of the hired premises is not permitted

13. Smoking is prohibited at all times.

14. The premises are not licensed for the consumption of alcohol. If it is intended that alcohol is to be bought in and consumed on the premises, then prior approval from the Manager be obtained at the time of booking and in NO circumstances shall alcohol be SOLD on the premises.

15. The piano must not be moved. Furniture cannot be moved without prior permission from the Manager. Should permission be granted then the Hirer shall return rooms to their original layout at the end of a hire. Before leaving Elizabeth House, please turn off all lights, the water heater, the oven (if used) and close the dining room blinds.

16. The Hirer shall vacate the premise by 10pm.

17. The key and alarm details must be collected by the Hirer from Elizabeth House between the hours of 9am to 3pm on Monday to Friday. The key must be signed for on collection.

18. On departure, please return the keys in the wallet provided, with cash payment (if not already paid by card, or BACS), and drop the envelope through the slot in the top of the white letterbox on the external wall.

**ADDENDUM HIRING DURING THE COVID-19 PERIOD**

Hiring will be in line with the COVID guidelines at the actual date that the booking takes place – even if they have changed from the date that the booking was made.

The hirer is responsible for cleaning their hire space within COVID guidelines using the materials provided although they are welcome to bring their own, (must be compliant to BS 14476 antiviral) but to concentrate on surfaces and touch points, such as door handles.

Hirers should meet their clients at the front door, to ensure that all hirers and their clients log in with the QR code (either Elizabeth House’s or the hirers’ own) and use the hand sanitiser on entering the building, and use throughout, or wash hands for a minimum of 20seconds.

Social distancing of 2m, wearing of masks or face coverings and using the one way system is mandatory, particularly if the hiring is during the daytime when the day centre members are in. The arrival and departure times of 9.15, 12.30, 1pm and 3.30pm should be avoided where possible to help the safe movement of members and your clients.