

Conditions of hire

1 Application, Hiring and Acceptance of Hire

- 1.1 The general conditions of hire apply to all lettings at the Ashford Gateway Centre, Park Mall, Ashford.
- 1.2 In order to hire a room at the Ashford Gateway you must be aged 18 years or over.
- 1.3 You must make the application on the form provided.
- 1.4 You may apply to hire a room up to 12 months in advance, but the Ashford Gateway will review its scale of hire charges for new bookings from 1st of April each year. Therefore, if your future booking falls on or after 1st April, the new charges will apply.
- 1.5 You must not sub-let any meeting room or exhibition space that you have hired to a third party without the prior written permission of the Ashford Gateway manager.
- 1.6 The meeting room must be used for appropriate use only. The Ashford Gateway manager has the right to refuse the use of the meeting room/s if the use could be detrimental to any stakeholder in the Ashford Gateway partnership.
- 1.7 The Ashford Gateway is open to the public from 9 am to 5 pm Monday to Friday and 9 am to 4 pm Saturdays. All rooms must be vacated 15 minutes prior to closing time.

2 Payment

- 2.1 Organisations will be invoiced for payment after the meeting has taken place.

3 Cancellation of Hire

- 3.1 If you wish to cancel a Reservation, you must give the Ashford Gateway **72 hours** Notice.
- 3.2 If you give the Ashford Gateway less than 72 hours notice of your cancellation, you will be charged the full hire charge.

4 Cleanliness and Loss or Damage

- 4.1 At the end of the hire you are expected to leave the premises clean and tidy. If you do not, the Ashford Gateway will arrange for cleaning to be undertaken and you will be charged the cost of doing so.
- 4.2 If any damage is caused to the premises or if any of the contents owned by the Ashford Gateway are either damaged or go missing, the Ashford Gateway will repair the damage and/or replace whatever is missing and you will be charged the expense.

5 Fixtures and Electrical Equipment

- 5.1 Nothing may be physically attached by any means to any part of the premises; neither may the existing lighting, sound amplification or other electrical equipment be extended in any way without the Ashford Gateway manager's consent.

6 Alcohol

- 6.1 The Ashford Gateway operates an alcohol free environment. The Ashford Gateway does not have a Justices Licence for the sale of Liquor and neither does it permit alcohol on the premises.

7 Smoking

- 7.1 The Ashford Gateway has a No Smoking policy throughout the building. It is therefore the responsibility of the hirer to ensure that no members of their group or party smoke within the building.

8 Safety Precautions

- 8.1 It is for the hirer to make delegates aware of the safety procedures that apply to the Centre by notifying them of the Fire Procedures that are outlined on the meeting room door. The Hirer is responsible for completing the Delegates List and handing to one of the Customer Service Advisers on the front desk before commencement of the meeting.
- 8.2 It is the responsibility of the hirer to ensure that users of the Ashford Gateway are made aware of their nearest escape route in the event of a fire alarm sounding.
- 8.3 All fire exit doors shall be kept unfastened and unobstructed (by furniture or equipment etc) and available for immediate use in the event of an emergency.
- 8.4 No inflammable, explosive, toxic or other dangerous substances or equipment may be brought into or within the vicinity of the premises. In addition, nothing shall be done in or near the premises that may increase the risk of fire or vitiate any insurance policy.

9 Nuisance and Anti-Social Behaviour

- 9.1 It is your responsibility as the hirer to ensure that your function does not cause a nuisance to others working at the Ashford Gateway. Excessive loud music and abusive language or other anti social behaviour will not be tolerated.

10 Indemnity

- 10.1 The Ashford Gateway shall not be responsible for any loss, damage or injury (including death) caused to or sustained by any person arising out of or in connection with the hiring, unless such loss, damage or injury (including death) was caused by some default or negligence on part of the Ashford Gateway and you will indemnify the Ashford Gateway against all expenses, costs, fees, damages and losses arising out of or in connection with any claims resulting from such loss, damage or injury (including death).