

Terms & Conditions of Hire

1. As required by law, the building is a NO SMOKING building and we ask all hirers or patrons to adhere to this rule. Failure to do so could result in your group/activity being cancelled by the Management Committee.
2. If you are hiring a room for a children's party or similar and you wish to use an inflatable structure such as a bouncy castle, the only room that can accommodate such use is the [Florence Wilson Multi Purpose Room](#). You must ensure that the hire company has its own insurance in case of accidents and that the inflatable structure meets our height limitations. You must also ensure that adequate child supervision is provided.
3. If you wish to hire our facilities on a weekend, an additional charge to cover staffing and utility costs will be included in the price quoted. The Centre is not available for any room hire, including children's parties, on Bank Holiday weekends or at any time over the two week Christmas period.
4. The HIRER will NOT be allowed to use the facilities until a VALID SIGNED BOOKING FORM has been received and approved (party bookings only).
5. All party bookings MUST be paid for in full before the event. Payment for all other uses is by prior arrangement.
6. The HIRER will be liable for any and all damage to the Centre's property or infrastructure caused by the HIRER's negligence.
7. The HIRER must ensure that the room is in a clean and tidy state at the end of the hire period. The Centre will provide access to housekeeping materiel and arrange for the disposal of any rubbish.
8. The Centre does NOT hold a license for the sale or consumption of alcohol on the premises. Alcohol is NOT permitted anywhere on Centre property. Horden Youth & Community Centre reserves the right to summarily cancel any hiring if this rule is breached.
9. For events occuring outside the Centre's declared normal business hours, the HIRER is responsible for the building's security and must ensure that only authorised or invited people are allowed access to the Centre.

Cancellations

The following conditions are strictly enforced:

1. If a group or person cancels within LESS THAN 12 HOURS of the time of the booking, the full booking fee will be charged.
2. If a group or person cancels within 7 OR FEWER DAYS prior to the booking, a charge of 10% of the total booking fee will be charged.
3. If a group or person cancels within 8–14 DAYS prior to the booking, a charge of 5% of the total booking fee will be charged.
4. If cancelled more than 14 days prior to the booking, NO CHARGE will be made.
5. All cancellations MUST be made in writing and addressed to the Centre Manager.

Horden Youth & Community Centre reserves the right to cancel bookings due to any of the following:

- Emergency building maintenance or repair
 - Staff illness
 - Other unforeseen circumstances
- In these circumstances, Horden Youth & Community Centre will refund any monies paid in full but will not otherwise be held liable for any other consequential or incidental loss.

PLEASE NOTE: Further bookings will be denied to any HIRER who does not comply with these conditions of hire, or terms of payment, or to any hirer or club/organisation found wilfully or otherwise damaging the Centre's property. Any such damage will be invoiced to the HIRER.

These Terms & Conditions are subject to change.