



Room Hire – Terms & Conditions

1. DEFINITIONS

In these Terms & Conditions, the words below have the following meanings

1.1. 'Premises' includes:

- a. all covering surface material on the structural walls, floors and ceilings of the **premises**;
- b. all doors, windows and skylights, including their frames and glazing;
- c. all fixtures, fittings and machinery that belong to **Preen (us)**;
- d. the inner half of all non-structural walls used in common with other premises; and
- e. all other non-structural walls in the **premises**.

1.2. '**Use**' means use for office, light industrial or storage purposes. **You** must not do anything in connection with selling, repairing, maintaining or spraying any motor vehicles, or do anything that **we** do not agree with.

1.3. the '**Hirer**' is the organisation or individual which/who signs the Room Booking Form.

2. PREMISES & EQUIPMENT

- 2.1. Preen will provide the facilities and equipment as advertised in our flyers and websites.
- 2.2. The Hirer is authorised to use the room/s allocated for the hire period; and access the premises on the roads and paths of the Preen Centre.
- 2.3. The Hirer will advise provisional number of attendees expected at time of room booking.
- 2.4. The Hirer will confirm in writing to Preen the number of attendees expected, room/s and equipment required, not less than seven days prior to the date of room hire.

The hirer will also advise Preen if they wish to bring in and use equipment other than that provided.

- 2.5. Use of other equipment is at Preen's discretion and the hirer will be responsible for that equipment, all related security and safety issues, as well as ensuring compliance Health & Safety legislation.
- 2.6. Preen reserves the right to change the room provided to an alternative room which in the opinion of Preen is suitable.
- 2.7. At the end of the hire period, the Hirer will leave the premises in the same condition as at the start of the hire period. The Hirer will be responsible for repairs to our satisfaction of any damage caused (including holes in any walls).
- 2.8. The Hirer will load and unload only in areas of the Centre that are set aside as loading areas.
- 2.9. The Hirer will not attach any signage to our premises. Temporary notices may be affixed to suitable surfaces and displays erected with our permission only. The Hirer is responsible for removal of these notices and displays and for repair of any damage caused to our satisfaction.

3. PRICE & PAYMENT

- 3.1. The Hirer will pay us the agreed fee at the time of booking to secure the room/s.
- 3.2. Additional services such as photocopying, use of telephones, or refreshments surplus to those advertised in our flyers and website, will be charged for and payment is due 14 days from date of invoice.

4. CANCELLATIONS

Preen reserves the right to cancel Room Hire without any liability to the client if:

- 4.1. All or parts of Preen's premises have to be closed for reasons beyond Preen's control.
- 4.2. The Hirer is in arrears with any payment due to Preen.
- 4.3. The Hirer is in breach of these Terms and Conditions and does not put right the breach/es within a reasonable period from Preen's notice of breach.
- 4.4. Preen reserves the right to offer no refund where cancellation is by the Hirer.
- 4.5. Preen will charge the Hirer for costs incurred with third parties prior to cancellation, where cancellation is by the Hirer.

5. LIABILITIES

- 5.1. Preen does not accept liability for any failure to provide contracted services for reasons beyond our control. This includes, but is not limited to, failures in electricity or water supply, and internet access, plant equipment, building evacuation, or industrial action.
- 5.2. Preen will not be liable for any losses, claims, damages, actions, proceedings, cost or expenses or other liability incurred by its guests or agents, or other attendees, as a result of this Room Hire.
- 5.3. Preen will not be liable for any death, injury, loss or damage of any sort suffered by the Hirer, its guests or agents, or other attendees.

6. SAFETY

- 6.1. If a fire alarm sounds it is the responsibility of the Hirer to lead their guests or agents, or other attendees to the designated assembly point where they must report to the designated Fire Warden or a Preen member of staff.

7. GENERAL

The Hirer agrees:

- 7.1. To comply with all security, fire and statutory requirements and not commit any illegal acts.
- 7.2. To not do anything which may break any legal requirement affecting the premises or which may make all or part of our insurance policy invalid.
- 7.3. To use the Premises for the purpose stated on the Booking Form only.
- 7.4. To ensure that persons attending do not use the premises in a way that causes any nuisance, damage, disturbance, annoyance, inconvenience or interference to the premises or neighbouring properties.
- 7.5. To ensure that persons invited by The Hirer do not smoke in or outside any of our buildings, or on our premises, including car parks.
- 7.6. Not to bring any inflammable, noxious or dangerous items onto the Premises, and to advise Preen if they are aware of others doing so.
- 7.7. Restrict us in exercising our rights of possession and control of the premises.
- 7.8. Not to use Preen's name or logo except in such form as agreed in writing by Preen.
- 7.9. Not to sub-let or hire the room/s to a third party.
- 7.10. Any variation to these Terms and Conditions will be effective only when in writing and signed by both Preen and The Hirer.

Preen CIC Reg'd office: Unit 2 Shortmead Ind Estate, Sun Street, Biggleswade SG28 8BP. Registered Number 6272838.