

## TERMS AND CONDITIONS

This contract is entered into between City YMCA London (here in after) referred to as "the company" and the organisation hiring rooms with the related services (the hirer) and the following terms and conditions shall apply to all arrangements between the company and the hirer.

1. All arrangements for the supply of goods and services must be made directly with the company. The company will cater for the menu of your choice; however, occasionally due to availability from suppliers we reserve the right to make minor changes to the menu.
2. All bookings must be confirmed in writing. The person who signs the booking form shall be considered the hirer, unless the booking is made on behalf of an organisation, then the organisation shall be considered to be the hirer and shall be jointly and severally liable in respect of the booking with the person by whom the booking is made.
3. First time hirers may be required to provide two names and addresses of referees, one of whom must be the hirer's bankers. The company reserves the right to approach these named before confirmation of the booking is made.

**The following cancellation fees are applicable:**

Notification of cancellation(s)	Room hires	Catering
Less than 24 hrs	75%	100%
48 hrs – 2 weeks	75%	75%
2 – 3 weeks	50%	No charge
3 – 4 weeks	25%	No charge
4 or more weeks	No charge	No charge

4. It is the hirer's responsibility to read all the necessary YMCA policies and terms and conditions and to ensure that all delegates have read and understood the relevant policies prior to entering the building.
5. Minors below the age of 16 are permitted in the main hall located on the ground floor. Minors must be supervised by an adult at all times; the company is not responsible for the supervision of minors.

6. Minors below the age of 16 are not permitted beyond the reception security door, this means no access to any areas on the 1<sup>st</sup> floor including the Williams room.
7. Conference users are not permitted in unauthorised areas on the hostel floor. The use of the toilets on the 1<sup>st</sup> floor next to the Williams room is permitted.
8. On hearing a continuous fire bell all delegates must leave the building using the nearest fire exit and go to the meeting point at the front of the building and await further instructions. Under no circumstances should the lift be used.
9. The hirer shall pay all charges within 30 days of the date of the invoice should the hirer fail to pay any invoice within this period, the company shall have the right to cancel any further booking(s) without notice.
10. Any papers left on the premises may be disposed of immediately after the hire period has ended unless otherwise stated.
11. Alcohol is not permitted in the building.
12. The use of photography or video equipment is not permitted.
13. Any promotional materials displayed by the hirer on YMCA property must clearly state that the event/session is not YMCA business.
14. Tariffs are reviewed on the 1<sup>st</sup> April and the hirer shall be invoiced at the rates applicable on the day of the event. The company reserves the right to alter any details that may have been published without notice.
15. The hirer shall estimate the numbers of persons for whom catering is required at the time of booking; a firm figure must be given four working days prior to the event. This number is to be a minimum on which the final invoice will be calculated
16. The company accepts no responsibility for any food brought in by the hirer.
17. The hirer shall be held responsible for insuring all equipment brought onto the premises and for any damage caused to the company's property by any equipment or exhibits brought onto the premises. The hirer is responsible for and must notify us in respect of any damage to the company's property, fixtures, fittings, furnishings, keys, equipment stock or other.

\*Signed:

\*Signed on behalf of:

\*Organisation/company:

\*Print name:

\*Date:

\*All areas must be completed.