

The following terms and conditions 'henceforth known as 'conditions', 'terms' or any derivation thereof listed below form the basis of the contract between the Hirer and InspireAll 'also referred to as 'Threeways Community Centre'.'

These are subject to change at any time. Should you have any queries regarding our terms and conditions please do not hesitate to contact a member of the team.

Please ensure all contractors (Caterers/DJs/Entertainers) receive a copy of these terms and conditions. The individual whose name appears on the booking form accepts responsibility for the actions of contactors, guests and staff who attend the event at Threeways Community Centre on the date of hire.

Any breach of the terms and conditions as set out below constitutes a violation of your booking contract and can result in surrender of damages deposit, additional charges and and/or cancellation.

All bookings are subject to the discretion of Threeways Community Centre management. 16-21st Parties and "entrance fee events" are strictly prohibited. Threeways Community Centre reserves the right to refuse admissions or suspend bookings without reason.

Alcohol & music Policy

- Threeways Community Centre is a Licensed Premises, therefore alcohol may not be brought on to site without prior permission. The Designated Premises Supervisor (DPS) on site reserves the right to suspend or cancel any function should the terms and conditions be violated.
- Threeways has a bar on site which can be hired at an additional cost, this need to be organised prior to your event, with the bar staff. Contact details can be found on your booking form.
- Music must be turned off by 23:30 on Friday & Saturday. 23:00 Sunday

Fire Policy

- Smoking is not permitted in any part of the building or on the grounds. (This includes the car park and courtyard areas.)
- Smoke, haze, fog or similar machines are not permitted at any time on site at Threeways Community Centre.
- All fire exits and escape routes must be left clear at all times. The Manager on Duty reserves the right to suspend or cancel any event until all obstructions have been cleared.
- The use of naked flames is strictly prohibited at all times, including those from a candle/sparkler. The Manager on Duty reserves the right to suspend any event or function at any time should an issue arise. The Manager on Duty will decide when/if to resume the event if they are satisfied that it is safe to do so in line with InspireAll's Health and Safety policies.

Decorations

- Any blu-tack residue that is left on the walls must be removed after your booking. Any cost incurred to Hertsmere Leisure having to remove residue left on the walls or curtains will be deducted from your damages deposit.
- Helium Balloons must be tied down at all times. Any cost incurred to InspireAll having to remove balloons from the ceiling will be deducted from your damages deposit.
- The management of Threeways Community Centre strongly suggest the use of table coverings to protect our tables from any damage or staining. Any damage to our tables will be deducted from your damages deposit.
- The hirer must remove any items brought on site (food, plates, tables cloths, decorations)

Payments, Deposits & Cancellations

- Full payment must be made at least one month before the hire date including any deposit payments, InspireAll reserve the right to cancel or amend any unpaid bookings or reservations at any time.
- InspireAll reserves the right to cancel any booking without liability on its part in the event of damage or destruction to Threeways Community Centre by fire or any other causes beyond its control, which shall prevent it from performing its obligations in connection with any booking.

- Cancellations by hirers, after payment has been made and booking form received must be made in writing and may be subject to charge.
- The initial deposit is non-refundable, this is then deducted from your balance prior to final or additional payment.

Arrival, Departure and Preparation time

- Please specify the requested booking slot on your booking form, the venue is chargeable from the time setting up of your event until all guests, staff, equipment and personal belongings have been removed.
- The hirer will not be allowed access earlier than the allocated time unless agreed in advance which will be subject to additional charges.
- The hirer may not have equipment/furniture/catering or similar delivered to site any sooner than the agreed booking start time.
- The hirer may not leave equipment on site for collection at a later time or date unless agreed in advance which will be subject to additional charges and storage costs.
- Hirer must leave the venue by midnight on Friday & Saturday. 23:30 Sunday.

Kitchen

- There are no kitchen facilities available at Threeways Community Centre.

Terms and Conditions:			
I have read and agree to the terms and conditions for the hire of the Main Hall at Threeways Community Centre and understand that my payment is Non Refundable.			
Full Name :			
Signature:		Date:	