



**AGE CONCERN Bishop's Stortford, The Apton Centre  
22a Apton Road, Bishop's Stortford, Hertfordshire, CM23 3SN  
01279 504748**

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## **Booking Terms & Conditions**

### **Usage**

It is important to only use the room you have agreed to hire, as other rooms may also be hired out to other parties, and different rooms are charged at differing amounts.

You are welcome to rearrange the tables/chairs to suit your usage requirement, however if you take tables/chairs from another room, please return them to their original room at the end of your booking time. Rooms cannot be set up in advance by us as we are a charity with very limited 'people-power'.

The hire fee includes use of the kitchen and toilet facilities.

Hirers **must** bring their own supplies, i.e. tea, coffee & milk, and are welcome to use the kitchen.

This is a non-smoking site – you must not smoke on the premises or in the entrance area of the footpath.

Music may only be played to an acceptable level. We are in a residential area so please respect our neighbours at all times.

When you are leaving the building, please ensure all **internal and external** doors and windows are securely locked and all lights are switched off.

**Duties of the hirer** – It is the responsibility of the hirer to read and be responsible for the following duties as any breach may give rise to a claim for compensation and a refusal of any further bookings.

1. The hirer shall be responsible for the health and safety of the persons attending the function. (Guidance is available from the manager) This includes the provision of first aid. The hirer is to ensure such persons are aware of the evacuation procedure and that fire exits are not obstructed. That they behave in a responsible manner and that no unsafe equipment is brought onto the premises or misused.
2. No electrical equipment to be plugged into the organisation's mains electricity supply unless it carries a current Portable Appliance Test Certificate
3. To arrange any necessary public liability or other appropriate insurance cover to indemnify the Centre against any costs, claims, expenses or damage suffered as a result of the use of the accommodation by the hirer.
4. The hirer shall be responsible for any damage caused.
5. The hirer is responsible for the setting out of tables and chairs and any other equipment that is reasonable for such a function,
6. The hirer, his servants, contractors and guests shall whilst on the premises comply with any directions given by the **Age Concern Bishops Stortford** or a member of staff authorised to give such instructions.
7. Services such as gas, electricity, heating and water are not to be interfered with.
8. On no account shall cotton wool, other inflammable materials or lit candles be used for decoration or any other purpose.

9. The hirer shall not allow the accommodation hired to be used for any purpose other than that stated at the time of the booking.
10. The booking may not be assigned to any other party.
11. The hirer shall leave hired area/s in a clean and safe state.
12. Preventative action must be taken to ensure those not authorised to be in the building, do not enter for the duration of your hire period.

### **Health & Safety Guidance**

The First Aid kit is in the cupboard to your right, opposite the kitchen door as you walk along the rear corridor on the right-hand side. Each group is responsible for their own Health and Safety.

This includes:

- Unbolting fire exits when building is in use
- Ensuring the fire exits are not obstructed
- Stacking chairs, no more than 4 high
- Writing any accidents or near misses in the Accident Book, which is kept in the cupboard, alongside the First Aid kit.

### **Cancellation Fee**

There is a cancellation fee of £15 to cover the cost of administration. Please make cheques payable to: **Age concern – Bishop's Stortford**, alternatively you can pay by Bacs or with Card or Cash in the office.

By Booking Hire from The New Apton Centre you are agreeing to the terms and conditions of Hire.