



APPLE TREE CENTRE

Working In Partnership with:



SHIV EVENTS

## Terms and Conditions

1. Application for the use of Community Centre premises must be made to Wed In Style on the attached form and must be accompanied by the appropriate payments in advance of the date on which the premises are required. No booking will be confirmed unless a Signed Contract and an agreed deposit is made in full at the time of the application.
2. Cooking and eating of non-vegetarian food is STRICTLY prohibited.
3. No alcohol or meat or meat products may be consumed at the Apple Tree Centre. The entry to the Temple after consumption of alcohol is strictly prohibited to keep the sanctity of the religious premises. Entry to the Centre will be refused if you are in non-compliance. The hirer must accept responsibility for compliance of the strict **no alcohol and meat/fish policy**
4. The legal maximum for noise levels is 75 decibels. (This level may change and is subject to the normal limits prescribed by the environmental rules governing noise pollution). We reserve the right to reduce the volume of any sound system in the event that noise levels are exceeded.
5. The use of the premises shall not be granted for any purpose that may appear questionable or undesirable or which may interfere in any way with the operational activities of the establishment. The final decision will be reserved by management. **Note:** Management has reserved the right to refuse an application without full disclosure.
6. The laying of any composition or other preparation on floors is prohibited. No screws, nails, cellotape or blue-tack shall be driven or stuck into the premises or furniture and no placards shall be affixed to any part of the premises. All notices will be displayed at relevant and designated notice boards by prior arrangement
7. The hirer will be liable for any damage including accidental caused by any act of neglect to the hired premises, fittings, equipment or other property during the period of hire.
8. The hirer shall be responsibility to satisfy that the premises, furniture, fixtures and fittings are fit for the purpose used during the hiring period.
9. Smoking on the entire Apple Tree Centre, site and premises is strictly prohibited.
10. All conditions attached to the granting of the Community Centre's Public Entertainment License or Authorisation, stage play or other licenses shall be strictly observed. Nothing shall be done which may endanger the users of the building and/or the policies of insurance relating to it and to its contents that may violate the same, in particular:
  - Obstructions must not be placed in gangways or exits, nor in front of Emergency Exits, which must be immediately available for free public egress.
  - The emergency lighting supply must be turned on during the whole time the premises are occupied and must illuminate all exit signs and routes.
  - Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose.
  - The Fire Brigade shall be called to any outbreak of fire, however slight and details of the occurrence shall be given to the Centre Supervisor.
  - Performance involving danger to the public shall not be given.
  - Highly flammable substances shall not be brought into or used in any part of the premises.
  - No internal decorations of a combustible nature (e.g. Polystyrene, cotton etc) shall be undertaken or erected without the consent of the Centre Supervisor.
  - No unauthorised heating appliances shall be used on the premises.
  - The First Aid Box shall be readily available to all users of the premises. The Centre Supervisor shall be informed of any accident or injury occurring on the premises and the Accident Book shall be completed.
  - All electrical equipment brought in the building shall comply with the Electricity at Work Regulations 1989. The Centre disclaims all responsibility for all claims and costs arising out of any such equipment that does not comply.
  - All electrical equipment including discos must have undergone Portable Electrical Appliance Testing (PAT Testing). The Centre Manager will require sight of all up to date PAT Test Certificate. It is the hirer's responsibility to ensure all equipment has a valid certificate. If a valid certificate is not produced the Centre Manager will not allow the equipment to be use

Apple Tree Centre,  
Ifield Avenue  
Crawley  
West Sussex, RH11 0AF  
Tel: 020 8426 1411

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Rayners Lane, Harrow  
HA2 9RY  
Tel: 020 8426 1411

11. Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries. The hirer shall ensure that the requirements of the relevant legislation are strictly observed.
12. The Centre cannot accept responsibility for damage to, or the loss or theft of the Hirer or Community Centre's user's property and effects.
13. Cars shall not be parked so as to cause an obstruction at the entrance to or exits from the Community Centre. Where parking accommodation is provided and available, this must be used and in any case and users of the Community Centre should avoid undue noise during arrival and departure. The Hirers shall be responsible for ensuring the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and property.
14. The Centre observes a "clean as you go" policy. Litter shall not be left in or about the Community Centre premises. Wed In Style reserves the right to impose an additional charge for any cleaning or removing of rubbish related to the Hirer. The Hirer shall be responsible for basic cleaning of the Centre, any equipment and the surrounding area outside used during the hire period and stacking chairs and tables back. The necessary cleaning equipment is provided at Centre Manager. Failure to leave the Centre and/or equipment used in the same condition as found will result in the Centre retaining the security deposit. The Hirer may elect to pay for cleaning at the set charges agreed with the Centre Manager four weeks prior to the event. However, the Hirer is required to follow the "clean as you go" policy and make some superficial cleaning like picking up all litter.
15. **Cancellations / Changes to Bookings:**
  - In the event of emergency or unforeseen circumstances, Wed In style may, if necessary cancel your booking.
  - In the event of your booking being cancelled Wed In Style will refund your booking fee in full.
  - Wed in Style shall not be liable to pay any compensation to the Hirer or any other person due to the cancellation.
  - Wed In Style reserves the right to terminate the hiring or cancel the booking if it finds or suspects that the Hirer is using or are intending to use the Centre for any activity other than that stated on the application form.
  - Wed In Style reserves the right to cancel any provisional booking which exceeds the 5 day provisional holding period.
  - All deposits are non-refundable.
  - All booking amendments or cancellations shall be submitted by the Hirer in writing to Wed In Style.
16. **Failure to comply** – Wed In Style reserves the right to terminate any hiring or series of hiring immediately in the event of the Hirer failing to observe or perform any of the conditions of regulations contained herein, but without prejudice any right or remedy which Wed In Style may have against the Hirer under these conditions and regulations and Wed In Style may retain the charges paid by the Hirer.
17. A security deposit payment is also required against bookings, payable by Bank Transfer  
Bank Transfer deposits, paid at the time booking, will be required as follows:-  
The Hirers will only be issued with access to the premises when the security deposit has been paid.  
This security deposit will be returned in full providing the hirer or, any person attending the function, have not done any of the following:
  - A) Failed to clean the areas of the Centre and the surrounding area outside the Centre you have used (the facilities must be left in the same condition as found).
  - B) Damaged any equipment, furniture or fixtures and fittings
  - C) Used equipment which has not passed a valid Portable Appliance Test.
  - D) Used the Centre for any purpose other than that stated on the booking form.

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