

Centre Hire Terms and Conditions 2013-14



No reservation can be confirmed until the Reservation Deposit has been received.

Once a booking has been confirmed by AHOY, the Reservation Deposit is non-refundable.

Please read these terms and conditions, sign and return the completed forms to:

Events Organiser, The AHOY Centre, Borthwick Street, London, SE8 3JY

Tel: 020 8691 7502 email: events@ahoy.org.uk Charity Registration No. 1084124

TERMS AND CONDITIONS

The Trustees reserve the right at their own discretion to refuse any application for the hire of The AHOY Centre. All bookings made by customers are accepted upon the following conditions:

1. The AHOY Centre reserves the right to cancel any booking forthwith and without liability on its part, in the event of any damage or destruction of the Centre by fire or in the event of any other cause beyond the control of The AHOY Centre, which will prevent it from performing its obligation in connection with any booking. In these circumstances a full refund will be given.

2. Booking of The AHOY Centre is secured on payment of the Reservation Deposit (or on full payment of the Total Hire Charge if the Hire Date is within 60 days of the Booking Date). Final payment of any balance is due no later than 14 days before the Hire Date. Failure to make payment when due may result in the booking being cancelled and cancellation charges being incurred.

- The Reservation Deposit shall be 30% of the Hire Charge.
- Please note: there is a handling fee of 2.5% for payment by credit card. There is no charge for payment by Debit Card or BACS.
- Final confirmation of the Total Hire Charge will be given in writing by email by the management of The AHOY

3. Where the Hire Charge is related to the number attending, the customer shall notify The AHOY Centre of the determining number of people attending the function at the time of booking. The customer may amend the determining number up to 30 days prior to the Hire Date with a consequent adjustment to the Hire Charge. The Hire Charge becomes fixed at 30 days prior to the Hire Date even if the number of people attending is less than the number determined in advance.

4. In the event of cancellation of any booking by a customer the following cancellation charges will apply:

- less than 60 days notice prior to the Hire Date – the full charge for the hire of the function room;
 - between 60 and 120 days notice prior to the Hire Date – 50% of the charge for the hire of the function room.
- Please note: cancellation charges associated with a third party (eg caterer, disco/band) are not the responsibility of The AHOY Centre. Refer to the third party terms and conditions. The AHOY Centre recommends the customer considers cancellation insurance.

5. No alcoholic liquor may be brought onto the premises by customers or guests for consumption on the premises, without prior written consent of The AHOY Centre.

6. The customer shall be responsible for any damage caused to The AHOY Centre's property by the wilful act or default of the customer or his guests and shall pay AHOY on demand the amount required to make good or remedy any such damage. The customer takes full responsibility for the behaviour of guests. Unacceptable levels of noise or misbehaviour particularly where this may result in a disturbance of the peace gives The AHOY Centre the right to terminate the function.

7. The AHOY Centre cannot accept:

- liability for the death or injury of any party unless such is as a result of an accident that is proven to directly arise from an act of negligence on the part of AHOY or its employees; responsibility for property of customers or guests at the Centre.

8. No appliance or equipment may be brought onto the premises of the Centre without prior consent, in writing, of The AHOY Centre.

9. Walls are not to be defaced by the putting up of any literature, posters etc. Any displays or decorations must be agreed prior to the event taking place. If the kitchen facilities are to be used then these must be left in the same condition as found including the appliances - a charge will be levied for additional cleaning at £15 per hour. Use of the kitchen for self-catered events incurs a charge of £40 to cover the cost of fuel and Greenwich Council rubbish disposal charges.

10. Discount on Function Room Hire charge: A 20% discount is offered for regular customers (6 or more bookings a year) and a 20% discount for an AHOY volunteer whose membership carries full voting rights and who has been a volunteer for more than 18 months.

Please sign and return one copy of these Terms and Conditions to confirm acceptance

ACCEPTANCE OF TERMS AND CONDITIONS

I confirm that I have read and understood the terms and conditions for the hire of the AHOY Centre.

Print Name: _____

Date: _____

Signature: _____

For and on behalf of: _____



Catering Guidelines and Agreement

(Copy to be retained by customer)

Catering Guidelines & Agreement overleaf

The AHOY Centre works with a preferred supplier to provide catering services for functions. Hirers may only bring in a private caterer with agreement in writing from The AHOY Centre management. A 20% service charge will be added to the total cost of the booking to cover the use of the kitchen and catering facilities. Any private catering contractor working on The AHOY Centre premises must read and sign the Food Safety & Hygiene section below to show compliance with the legislation.

FOOD SAFETY & HYGIENE – OUTSIDE & PRIVATE CATERERS

1. It is a requirement by LAW to protect public health against injury caused by the consumption of food and drink which is not of the nature, substance or quality demanded by the purchaser/customer. This is an extract from the Food Safety Act 1990.

2. All those who provide catering at the AHOY Centre should be aware of the requirements governing the correct handling, storing and cooking of all foodstuffs in their control. If the basic guidelines of the Food Safety Act are adhered to then you will protect yourself from the law and your customers from possible illness.

3. All outside and private caterers (including those catering from home) supplying food and/or drink at events and functions in the AHOY Centre must sign the attached undertaking to indemnify The AHOY Centre and its Management against any claim relating to the provision of catering at such events and functions.

4. The document should be read in conjunction with all the current legislation on the safe production and service of food.

UNDERTAKING FOR OUTSIDE & PRIVATE CATERERS WORKING AT THE AHOY CENTRE

All outside and private caterers (including those catering from home) are to comply with the requirements of the Food Safety Act 1990 and the Food Hygiene (Amendment) Regulations 1990 and all subsequent food legislation and guidelines as directed by the Food Standards Agency.

All outside and private caterers should therefore sign the undertaking below. Such signature will be construed as indicating that the signatory understands the requirements of the relevant legislation and undertakes to comply with it. Additionally outside and private caterers are required to prove the relevant public liability insurance.

Name of Company/Caterer: _____

Event: _____

Date of Event: _____

I/We undertake to comply with the above requirements and regulations and indemnify the AHOY Centre, their servants or agents, in the event of any claim arising for any reason whatsoever from the provision of catering at the above function.

Signed: _____

Date: _____

Name in Block Capitals: _____

For and on behalf of: _____

(Name of Company/Individual) _____

(Copy to be retained by customer)