

# YMCA CORNWALL

## **ROOM HIRE TERMS AND CONDITIONS**

1. All provisional bookings must be confirmed with a completed Room Booking Form, within 7 days of the initial enquiry. Any provisional booking not confirmed within that time will be cancelled.
2. A booking is not confirmed until a completed booking form has been received AND confirmation of the booking is received by you from YMCA Cornwall.
3. Bookings MUST be paid for at least 7 days prior to the booking unless credit facilities have been arranged.
4. If the booking is less than 7 days away payment must be made at the time of booking.
5. A deposit may be required if credit facilities are arranged.
6. All cancellations & amendments must be made in writing by email
7. If a cancellation is made, a charge will be made, calculated as a percentage of the total booking value. Bookings cancelled 0-7 days prior – 100% fee payable, 8-14 days prior – 50% fee payable, 15 days prior – no fee payable
8. In the event of cancellation or non-arrival on the day, 100% will be charged, including refreshments ordered and any equipment booked.
9. YMCA Cornwall cannot accept liability for any claims, damages, costs and demands in respect of death or personal injury arising from the use of venue by the hirer pursuant to this agreement insofar as such death or personal injury arises from negligence on the part of YMCA Cornwall its servants, agents or representatives.
10. Users of our car park do so at their own risk and YMCA Cornwall accepts no responsibility for accidents or incidents.
11. YMCA Cornwall does not accept liability for loss or damage to property brought onto premises by or on behalf of the hirer however caused.
12. The hirer is responsible to YMCA Cornwall for any damage, breakage or removal of any property caused by the hirer or their guests, agents or employees etc. Where OHP/Multimedia Projectors/Laptops are hired the loan is on the understanding that if the equipment is returned damaged or broken then the hirer will be responsible for repair or replacement.
13. YMCA Cornwall will not be liable in failing to provide facilities previously agreed in the event that it is prevented from doing so by causes beyond its control. This will include but not be limited to fire, flood, storm, civil disturbance or industrial action.
14. YMCA Cornwall reserves the right to cancel a booking, or offer an alternative room.
15. All bookings must start and end at the agreed time. Any booking running over the stated time will result in additional charges.
16. Only the space booked can be used by the Hirer.
17. The hirer and all parties attending an event/booking must comply with the requirements of all competent statutory authorities including Fire and Health & Safety regulations.
18. The hirer is responsible for checking in with reception on arrival and departure and keeping a register of attendees and ensuring the YMCA fire evacuation process is adhered to and communicated to all participants. This includes familiarisation with fire exits, fire call points and the muster point.
19. The hirer is responsible for their guests whilst on YMCA Cornwall's premises.
20. We do not accept bookings from anyone under 16 & for under 18's the booking form must be completed & signed by a parent or carer and any under 18's must have adult supervision whilst on site.
21. YMCA Cornwall is a "No Smoking/No Vaping" building.
22. Alcohol is not permitted on the premises.

23. Non-prescription drugs are not permitted on the premises.
24. Hirers must ensure they have the appropriate insurance to cover their activity.
25. It is a condition of hire that anyone working with children or young people on site has an up-to-date DBS clearance, evidence of which may be required.
26. No activity shall be permitted whereby noise or nuisance is caused to neighbours, residents, staff or members of the public.
27. No equipment can be brought on-site without prior consent of the Head of Operations. It is the hirers responsibility to ensure any electrical equipment has been safety tested.
28. YMCA Cornwall cannot be held responsible for any interruptions to the WiFi service.
29. Activities which are considered by the Head of Operations or their representative to be contrary to the ethos of YMCA Cornwall will not be permitted.
30. The Head of Operations or their representative is authorised to stop any activity that they deem to be contrary to the terms and conditions of hire.
31. YMCA Cornwall reserves the right to refuse a booking.
32. YMCA Cornwall is committed to providing a safe, respectful, and inclusive environment for everyone. We maintain a **zero-tolerance policy** toward sexual harassment.

**Sexual harassment includes, but is not limited to:**

- Unwelcome sexual advances or suggestive comments.
- Inappropriate jokes, lewd remarks, or whistling (catcalling).
- Displaying offensive or sexually explicit material.
- Physical contact that is uninvited or unnecessary.
- Any contractor found engaging in such behaviour will be immediately removed from the site, their contract may be terminated, and the incident will be reported to their employer and, if necessary, the authorities.