

# RISE

## Terms & Conditions of Hire for RISE

EVENTS & ONE-OFF BOOKINGS

## WELCOME TO RISE

Please read the Terms & Conditions of hire

The individual or organisation named on your booking ('you/'the Hirer') shall be responsible for ensuring that these conditions are met at ALL times. If you will not be present at the time of hire/event, you must notify RISE via email AND ensure that a named representative reads and understands the Terms and Conditions on your behalf.

Before your event / booking, we ask that all clients (you/'the Hirer') sign our Terms and Conditions and be made aware of our Health and Safety and Evacuation procedures. Our Manager will take you through our procedures prior to your event / booking. We also require all clients to provide their own Public Liability Insurance for their event for public events. A copy must be given/shown to our manager upon request.

This contract is made between RISE (HUBnub Centre Ltd) and the Organiser (You/the Hirer) as per the booking form.

## BOOKINGS

- **All bookings must start after 09.00 and finish no later than 21:00 unless prior consent for a later finish has been agreed.**
- **Bookings should be made at least 7 days prior to the commencement of the first event, where possible.** Short Notice bookings requested less than 1 month before the event will be accommodated subject to availability and will require full payment at the time of booking.
- **All hirers must be at least 18 years of age.** A responsible adult must make the booking for a juvenile, must be present to supervise the event and must take full responsibility for full compliance with these Terms & Conditions.
- **The Hirer must provide a named contact to the Manager and full contact details** (phone number, email as a minimum) when making a booking. No booking will be accepted without this information.
- **Proof of public liability insurance is required in advance of the first booking for all public events.** Note that the event will not be allowed to proceed without proof of insurance and all monies paid in advance will be non-refundable.
- **RISE has full discretion on the acceptance of any booking and reserves the right to cancel a booking at any time.**
- **Under no circumstances may the Hirer sub-let any of the hired space.**
- **Taxi collection must be booked to collect at the bottom of Zion Path** except in the case of wheelchair users or those with limited mobility.

## PAYMENTS

Note that all payments must be made in advance and made by electronic bank transfer using the invoice number as your payment reference. We do not accept cheques or cash.

- A Venue Protection Bond of £50 may be required in addition to the hire fee upon booking, depending on the Manager's discretion. This will be returned within 2 weeks of the event. If the terms of this booking contract are breached, we retain the right to deduct from this deposit to cover costs of any damages or expenses incurred.
- For bookings made more than a month in advance a 50% prepayment of the total cost of venue hire will be required to secure the booking.
- For bookings made less than a month in advance, the full hire fee will be charged in advance of the event.
- Full payment must be made at least 7 days prior to the event. Failure to make full payment will result in a cancellation of the booking.

## CANCELLATIONS

Note that all cancellations must be made in writing to RISE and must be formally acknowledged in writing by the MANAGER of RISE.

- Cancellation by the Hirer within 14 days of any event/one off booking will incur a charge of 50% of the total hire charge. If the Hirer cancels any event within 7 days of the booking, there will be no refund given.
- More than 2 weeks notice – you, the Hirer, will be reimbursed the full cost of hire and protection bond.

CONTINUED OVER...

## FACILITIES

- RISE endeavours to provide clean and tidy spaces for all users at as reasonable a cost as possible. No guarantees are made as to the suitability of The Old School Room or The Sun Room for any particular use or purpose.
- Chairs and/or trestle tables can be made available upon request to the manager. A charge may be applied if significant RISE staff time is required to move and arrange this furniture.
- Any problems with any facilities (including any equipment) should be reported to the Manager immediately in person or via email if the Manager is not available.
- Booking includes a reserved parking space for one car for event organisers. Guests must park off-site. Our nearest car park is Cork Street, a short walk up Zion Path.
- All rooms have free WiFi access. Please ask the Manager for the correct password.

## HIRER'S RESPONSIBILITIES

- It is the Hirer's responsibility to contact the Manager to obtain access information.
- The Hirer is responsible for any damage or loss to The Old School Room or The Sun Room and grounds used during the hire period. Rooms and grounds used must be left in the same condition it was found.
- These Terms & Conditions must be adhered to by all who use The Old School Room or The Sun Room. Any Hirer who fails to adhere to the Terms & Conditions acknowledge the right of the Manager to require payment in full of all hire fees, irrespective of whether the event has taken place. The Hirer is also subject to extra charges for cleaning or tidying the hire space and grounds or rectifying any damage caused. The Hirer agrees to pay such charges within 28 days of receipt of such demand.
- Where the Hirer is not present, the Hirer must nominate a competent person to be responsible for health and safety, including following the procedures for evacuation in case of fire, knowledge of the fire exits and assembly points.
- The Hirer will incur additional charges for improper operation of the fire alarm or extinguishers during the period of hire.
- The Manager reserves the right to close The Old School Room or The Sun Room for an indefinite period and/or cancel any bookings in the event of any emergency or other unforeseen circumstances without notice.
- The Hirer is responsible for the actions of all visitors/guests/staff members attending the event /booking for the duration of the hire period, including set up and clear down.
- No person associated with the event should be in the room until the Hirer is present.
- The premises must be completely emptied by 21:30 This includes weekends. All music must be switched off no later than 21:00 to allow for the premise to be cleared by the curfew time of 21.30.
- The Hirer must ensure that all lights are switched off, and all doors, fire escapes and windows are securely closed when the event ends. For hire periods which end in the evening or at times when the remainder of the Premises is unoccupied, the Hirer must ensure that the Manager is present to lock the building before leaving the building unattended. Hirers must call the Manager if their event ends prior to the notified end time.

## BIRTHDAY PARTIES (THE OLD SCHOOL ROOM ONLY)

- Flat fee of £75 for all birthday parties – includes 3 hours maximum and hire of tables and chairs. Any extra hours required will be charged at the weekend hourly rate.
- No kitchen facilities are available but food and drink can be brought into The Old School Room.
- No confetti is permitted within the building or on the grounds.
- All helium balloons must be weighted down.
- No person associated with the event should be in the room until the Hirer is present.
- Bouncy castle and any other deliveries will not be allowed in the room before or after the allotted booked times and the Hirer is responsible for the delivery and pick up of these and must be present.
- All rubbish and recycling must be taken away with you or there will be an extra charge incurred – please make sure to bring your own bin bags/ compostable bags.

- Please bring your own table coverings, water jugs and any equipment needed for your party.

## **GENERAL INFORMATION FOR ALL USERS**

- Fireworks, candles and any other naked flames is forbidden.
- Fire Doors MUST remain unobstructed at all times
- The sale of alcohol is prohibited however Hirers may bring and consume their own alcohol within the premises by prior agreement with the Manager. Consent will be in writing via email.
- Smoking is strictly prohibited within RISE. Please use cigarette bins provided.
- Electrical equipment used within RISE by the Hirer, or on behalf of the Hirer (i.e. Music players, Disco equipment, kettles etc.) must be PAT Certified. Evidence must be provided to the Manager upon request.
- All noise must be kept to an appropriate level for a residential area and all music must be turned off by 21:00.
- No liquids or hazardous substances should be left on site.
- Decorations such as balloons, banners and streamers may only be attached to the wall with the Manager's consent. Please do not use pins or adhesive tape on the walls or paintwork. Blu-tac may be used on gloss paint or wooden panels only. All decorations must be removed before leaving The Old School Room or The Sun Room.
- All rubbish and recycling must be taken away with you or there will be an extra charge incurred – please make sure to bring your own bin bags/compostable bags.
- No vehicles can be left on the premises overnight without the permission of the Manager.
- Please respect our neighbours when leaving the premises by leaving quietly, especially if it is late at night.
- The Manager reserves the right to change the Terms & Conditions and Hire Rates at any time and at their discretion.
- Once these Terms and Conditions have been read and signed by the Hirer, they will also cover any future bookings.

## **MARKETING**

- We are not responsible for the promotion of your event, but reserve the right to share and advertise events as and when we see fit.
- If you require promotional material (i.e. posters) we recommend our partners, Rather Nice Design Limited ([www.rathernicedesign.com](http://www.rathernicedesign.com)).
- Your event will be featured on our website calendar and across other marketing outlets such as social media. It may include the contact information, event details and booking information provided to us.
- If you would like us to share any promotional material on Facebook or Instagram for your event, please tag us in using @risefrome.

## **WINTER WEATHER**

Whilst RISE endeavour to provide safe access to the building, in the event of snowfall or icy conditions a pedestrian pathway from the main gate to the main entrance and alongside the building to the side door will be cleared. No other areas will be cleared and caution is advised for all users in adverse weather conditions. Management reserve the right to close RISE without notice should conditions be deemed to be too hazardous.

## **MUSIC POLICY**

Our building is in a residential area, and we strive to live in harmony with our neighbours.

- Acoustic music can be played in the building, but we do not permit amplified music, base heavy music or drum kits. Amplification instruments may be permitted if discussed and deemed appropriate by our manager.
- Amplified recorded music and live acoustic music can be played during an event but must be to an acceptable level that does not affect our neighbours, this needs to be sound checked/discussed with the manager before your booking.
- All noise must be kept to an appropriate level for a residential area and no music can be played after 21:00.

## **PRIVACY POLICY**

Any data collected during the course of the booking will be stored safely and in accordance with GDPR guidelines. With your permission we may contact you about promotions and offers, however we will not share your personal details with any third party.

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Please fill in your contact details and sign below:

Hirer Name

Hirer Phone

Hirer Email

I **will** be on site during the event

I **will not** be on site during the event

Name and contact details of person who will be on site for the event

I have read and accept these terms and conditions

I give my permission for RISE to contact me about relevant promotions, offers and events

Signed

Date

We hope you enjoy the use of our building.

Kindest regards,  
**Team RISE**

**RISE**

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