

Terms and Conditions

The terms and conditions for the training centre are as follows:

1. The person submitting the application form is deemed to be "the hirer" and will be responsible for the observance of the conditions as outlined in this document and the trainer manual available in each room.
2. The Centre cannot be held liable for any accident or injury to persons using the Centre's premises or third parties involved, in accordance with this policy. Insurance is the responsibility of the hirer making a room booking. Hirers are required to make their own insurance arrangements and must keep in place the necessary insurances and upon request of the Head of Centre provide proof of these insurances. The hirer must agree to indemnify and keep indemnified the Centre and the London Borough of Richmond upon Thames (the Council) from and against all loss, damage, costs, claims, demands, expenses or charges which the Council may sustain or incur in respect of any matter arising out of the use of the accommodation or the conditions relating there to, and to pay to the Council on demand such sums as may be payable by reason of this indemnity.
3. The hirer is responsible for obtaining the necessary licenses from the Magistrates Court for the consumption and sale of alcohol.
4. The Centre premises are not licensed for gaming for the purposes of Section 13 of the Finance Act 1966.
5. The Centre reserves the right to refuse permission for use of the premises without giving a reason. The Centre reserves the right to cancel any permission to use premises at any time for any reason the Centre shall deem necessary. No compensation shall be paid to the hirer or any other person for the cancellation. Any fees paid will normally be returned unless the cancellation is due to damage.
6. Cancellation charges are applicable:
 - If the cancellation is between 7-14 days then, a 0% charge applies
 - If the cancellation is within 7 days, then 50% fee applies
 - If the cancellation is within 24 hours, then the full amount is charged.
7. Right of access to all parts of the Centre premises at all times is reserved to the Centre staff or any authorised Council officer or other person authorised by the Council.
8. No alteration within the building structure or furnishings may be made without permission from the Head of Centre.
9. The caretaker/other named officer is the authorised representative of the Centre and s/he is empowered to enforce the conditions of hire and to refuse entry to or require persons to leave the premises.
10. Hirers will confine the numbers and type of persons present during the hiring to those specified in the agreement. In particular, hirers will neither use nor move any equipment or furniture not specified in the agreement.
11. Hirers will be responsible for the behaviour of those present and for ensuring that activities and persons present do not cause a nuisance.

12. Hirers will notify the Head of Centre in writing, immediately after the letting of any incident, damage or other proceeding that occurred during the letting.
13. The hirer is responsible for ensuring the room is returned to its original state following any meeting or event. Any rooms that are not returned back to their original state will be charged a fee.
14. Your booking is subject to the rooms specified in your booking.
15. All prices are subject to review.