

Terms & Conditions

1. GENERAL

- 1.1 No variation to these Terms and Conditions of Hire shall be permitted unless agreed in writing by the management.
- 1.2 Rooms must not be occupied prior to the agreed commencement of hire time and they must be vacated by the agreed termination of hire time.
- 1.3 The hirer shall not allow any activities that would conflict with the aims and objectives of Jubilee Central. Full details of the activities are to be provided at the time of booking.
 - 1.3.1 The management reserves the right to withhold permission for material to be performed or persons to perform.
- 1.4 Displays or notices of any description must not be fixed to the walls.
- 1.5 The hirer undertakes to comply with the Jubilee Central Health and Safety Policy.
- 1.6 Final numbers and dietary requirements shall be confirmed 2 weeks prior to your booking.
- 1.7 The hirer shall not rehire, sub-let or lease any room booked.
- 1.8 Vehicle parking is not normally available. If this facility is made available then under no circumstances will we accept any responsibility for the loss or damage to cars or other vehicles in our car park or the surrounding area of the premises.
- 1.9 Hirers shall familiarize themselves with the fire instructions prior to first use and take responsibility for all those attending their event.

2. TERMS OF PAYMENT

- 2.1 Verbal bookings will remain provisional for 5 working days. Receipt of the completed contract of agreement and payment of the deposit will confirm the booking.
- 3.2 Full payment is required 7 days in advance for all 'one off' bookings or as agreed.
- 3.3 For regular bookings Full payment of the first weeks hire, 7 days after confirmation of acceptance of booking.
- 3.4 Balance of payment will be invoiced immediately following the hire and payment is due within 14 days as appropriate.
- 3.5 Individual payment arrangements may be agreed and will be confirmed in writing; otherwise 3.2, 3.3 and 3.4 apply for every booking.
- 3.6 Deposit payments will normally be 10% of the hire charge and non – refundable unless the booking is cancelled by Jubilee Central or one of its agents.

4. CANCELLATION BY HIRER

- 4.1 The following fees are payable immediately in respect of cancellation by the hirer:
 - Cancellation within 7 days of the event – full hire charge payable;
 - Cancellation between 7 and 30 days – half the total hire charge payable;
 - Cancellation at any other time – deposit.

5. CANCELLATION BY JUBILEE CENTRAL

- 5.1 If, for whatever reason, it is necessary to cancel a confirmed booking, then the limit of liability of Jubilee Central will be the return of the payment received by the date of cancellation

JUBILEE
CENTRAL