Terms and conditions of hire

1. The Hirer shall, during the period of hiring, be responsible for the supervision of the premises, protection of the building and contents, safety from damage or change of any sort, and the behavior of all persons using the building for their booking.
2. The hub welcomes children, but children are not to be left without an adult in charge at any time in any room.
3. Health & Safety:
    a. Hirers providing public activities, providers of training and exercise, counselling etc. must hold public liability insurance cover, risk assessments for their activities and equipment safety certificates, where appropriate. A risk assessment template will be provided, and Hirers are required to confirm: a) that a risk assessment has been conducted or b) that no risk assessment is considered necessary by the Hirer.
    b. Sobus will endeavor to ensure staff with first aid training are on site, however this cannot be guaranteed. A first aid kit is available at reception if required.
    c. Hirers are fully responsible for the health and wellbeing of their visitors whilst on site. Should an accident or near miss incident occur, Hirers are required to complete an accident or near-miss form, which is held at reception.
    d. The Hirer shall be responsible for informing their group of the hub's emergency fire action procedures - displayed around the hub and included in Welcome Packs in the rooms.
4. The Hirer shall not in any of its activities discriminate on the grounds of race, gender, sexual orientation, age, disability, marital status, religion or political beliefs.
5. The booked time must include your preparation and clearing up time. Sobus is not obliged to allow continued use of the room if your event has run late. Should your booking run over, you will be invoiced for the additional costs incurred in increments of 15 minutes.
6. Rooms should be left in the state in which they were found and failure to do so may result in an additional cleaning charge being levied. If using any decorations/posters etc. please remove any low-tack tape. Please do not use adhesive tape (other than low-tack) or drawing pins on walls. Please do not use staples. Please adhere to any instructions for use within the rooms hired.
7. To reserve rooms, advance payment & booking forms are to be received within 2 working days of booking.
8. A cancellation fee applies to any cancelled bookings:
    a. more than 1 month notice – no charge
    b. more than 3 weeks' notice 25% charge of the cost of the booking
    c. more than 2 weeks' notice 50% charge of the cost of the booking
    d. more than 1 week notice 75% charge of the cost of the booking
    e. less than 1 week notice 100% charge of the cost of the booking
9. Additional charges may be made for any extra cleaning costs, costs for loss of or damage to equipment or financial charges associated with the booking. Sobus does not accept payments by cash and on-the-day payments must be made by credit/debit

card. It is the responsibility of the Hirer to inform Sobus (reception) if any equipment or provisions booked from Sobus are faulty on the day or within 1 working day of the booking.

10. The hub reserves the right to cancel any hiring where necessary.
11. Smoking: The hub is a No Smoking building in its entirety, including the outside patio area, and external lobby. Visitors are also requested not to smoke at the front of the building.
12. Equipment and furniture will be provided for your booking, subject to availability. Sobus will endeavor to meet your requirements and if extra items are needed, please speak to the reception team prior to your booking to discuss these. Please note any major changes on the day will be subject to staff and equipment availability and may also delay your meeting.
13. The service of providing tea, coffee, etc. is chargeable. For Hirers wishing to provide their own refreshments, Sobus can provide hot water flasks, cups and cutlery at a charge. Hirers do not have use of the Sobus kitchen area, which is reserved solely for hub licensees. There are no food storage/fridge provisions for Hirers at the Hub, therefore Hirers are advised to arrange for catering to be delivered as close as possible to the time it is to be consumed.
14. The hirer should bear in mind that the premises are used by other groups and care should be taken to keep noise levels and disruption to other hub users to a minimum.
15. Where it is deemed by Sobus that guests/groups using space are causing disruption to other premises users, Sobus will alert the Hirer and request that the disruption be addressed. Continued failure to adequately manage any noise or disruption to other Hub users may result in your booking being cancelled, with no refund offered as a result of this.
16. No alcohol is to be brought onto the premises without explicit consent of the Sobus CEO.
17. The hub does not accept any liability for loss of or damage to articles belonging to users when using the hub or for theft, loss or damage to any bike parked in the bike store.

Declaration:

A risk assessment has been completed and will be provided with the booking form.		I confirm that that no risk assessment is required for this booking.	

I agree to abide by the terms and conditions of hire:

Name	
Signature	
Date	

For office use only: Booking reference: