



Terms and Conditions of Room Hire.

1. The let will be authorised by the Project Manager and will be subject to charges.
2. All Lets working with children under 16 or vulnerable adults, must have at least 2 adults in charge who have enhanced disclosure checks and a child protection policy.
3. You may only use the rooms stipulated & agreed in the terms of your booking form, and must keep an updated register of attendance for evacuation roll call purposes, as well as the general signing in rota.
4. Persons or organizations, to which the let is granted, will be held responsible for the good conduct of all present during the let.
5. The premises must be left in good order and condition and where appropriate. No litter should be left in and around the building.
6. Catering arrangements can be pre-booked at the time of arranging your booking.
7. Any damage to premises, furniture or equipment must be made good by the party to whom the let is granted.
8. Any additional costs incurred in cleaning or restoring the premises to original condition, which are not allowed for under the let agreement, will be subsequently charged to the let organiser.
9. Smoking is not permitted in any of the rooms within Green Tree Arts Studio.
10. Any event, at which alcohol is available, will be subject to specific authorization from the proprietor provided a separate written request is made. In the absence of this permission - NO ALCOHOL WILL BE ALLOWED ON THE PREMISES.
11. The period of the let must allow time for setting up and clearing away equipment or sets. All lets must vacate the building by the agreed time set out in the booking form. Any delay in vacating the building may incur additional charge.
12. Any Group using the premises and wishing to advertise must do so only with the agreement of the Project Manger of Green Tree Arts Studio.
13. Cancellation, or failure to take up a let, will be subject to the full charge, unless 3 days prior warning of any such cancellation is provided to Green Tree Arts Studios.
14. All lets must be paid in full 7 days in advance of let, unless otherwise agreed with the Project Manager
15. If invoicing is agreed, said invoice must be paid within in 31 days of invoice date. Non-payment of invoices will result in further financial penalties and inability to use the facility until payment is received.
16. Addresses entered on booking forms must be complete addresses. No P.O. Box addresses will be accepted.
17. Each group using the Studios they must have, and be prepared to submit, a hazard checklist/risk assessment for their group and/or activity.
18. Any breach of the foregoing conditions may prejudice future applications.

PLEASE NOTE: Green Tree Arts Studio does not provide insurance cover other than Public Liability. Green Tree Art Studios strongly recommends that for the protection of group members hiring its facilities, the group has Public Liability Insurance to cover injury and property damage to third parties as a result of their negligence. Green Tree Arts Studio is not responsible for any equipment or valuables left in any part of the premises. It is requested that each organisation take responsibility for the safekeeping of valuables, etc.