

# Roots *and* Shoots

## Meetings and Conference hire

### Conditions of hire

#### Financial

##### Payment

1. Once booking is confirmed, hirer will be required to pay for the full amount at a max of 14 working days before booking (or sequential bookings).
2. Invoices are sent after confirmation.
3. please ensure you have provided either a purchase order and/or remittance advice as receipt of payment
4. If changes are made after payment is received, this must be settled prior to booking by Card or BACS
5. If payment is not received before booking takes place, the venue reserves the right may cancel the booking in addition to any other rights or remedies that it may have under this Agreement.

**Cancellation:** A minimum of 4 weeks' notice is required for cancellations, otherwise Venue retain % of booking value (30day calendar month):

- Cancellation more 4 -3 weeks prior to the Event: 50% of total booking value
- Cancellation 2 weeks prior to the Event: 75% of total booking value.
- Cancellation less than 1 week prior to the Event: 100 % of total booking value.
- At the discretion of the Events manager, you can transfer your cancelled booking to another date (within 30 days of cancelled date, any changes past 30 days will be classed as new booking)

##### Payment method

- Payment can be made via Credit Card or Debit Card (we do not accept AMEX)
- BACS transfer – details provided on invoice (please reference Invoice number)
- Purchase Order raised with your organisation and a remittance advice sent
- Cheque
- Any additional request/orders must be settled Card or via BACS

#### Booking the Rooms

1. **All bookings must include set up and breakdown time.** Minimum booking is 4 hrs for hall and 3hrs for meadow/Garden room. Early entrance is subject to an additional charge.
2. Day hire is between 9am – 5pm (Mon- Fri). Any booking outside of these hours will be charged the out of hours rate. All bookings will be treated as provisional until a booking form, duly signed by the hirer is returned to R&S. Once received and accepted the booking is under contract.
3. All bookings must provide the name, address, telephone number or email address of the person responsible for

- the booking as well as the name of the facilitator for the meeting.
4. Food orders must be processed at least 2 working days in advance.
  5. The hirer is not permitted to bring in external catering services or food/drink for consumption inside the booked spaces. In doing so, the hirer will be subject to a £50 fee.
  6. **Room set-up is the responsibility of the Hirer.** Venue support can be given if approved in advance and in the style agreed. Once this has been set up the Hirer cannot change this layout without written permission
  7. Any changes to the Meadow/Garden room layout must be returned to boardroom layout at the end of booking.
  8. The maximum room capacity permitted may reduce dependent on your additional requirements and layout in the room.

**Hall:** 60 in theatre, 48 in cabaret, 30 in U-shape

**Meadow Room:** 18 in boardroom, 35 in theatre layout

**Garden Room:** 18 people

**Natural Roots Building:** 40 in theatre, 25 in cabaret, 20 in U-shape

## Using the Rooms

1. The hire Room will be opened and closed by either by a member of staff, please ensure that your staff or guests are aware of the hire period and that they will not be able to enter before or leave after the agreed hire period.
2. The Hirer must arrive and vacate by the agreed time, as stated on the Booking Form. Failure to adhere to the agreed times may incur additional charges. If this occurs the Venue will charge additional charges to the Hirer accordingly. Bookings which continue beyond these times will incur additional hire charges which will equate to 15% of the half day rate per half-hour.
3. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced, otherwise R&S will be at liberty to make an additional charge.
4. Plasma screen connection is VGA only, hirers are reminded to bring their own adapter if they have a HDMI laptop.
5. Rooms left in an unsatisfactory condition or food brought in will be subject to a cleaning charge of **£50.00**.
6. All areas or rooms within the Venue to which the Hirer has been granted access, including agreed access times, are detailed on the Booking Form.
7. Guests/delegates are obliged to comply with local by-laws relating to noise and the environment, health and safety and fire regulations.
8. The facilitator named on the booking form must be on the premises for the duration of the booking. This person is responsible for the group in the event of a fire/bomb alert. A register should be taken and due note of the evacuation routes made. A briefing sheet provided should be read to delegates.

9. The Venue and any additional services requested may only be used for the purpose(s) for which they are hired.
  10. Nothing is to be stuck, nailed, screwed, stapled or fixed in any way to the walls, doors or any other Furniture
  11. The Hirer and their guests/delegates are responsible for any wilful or negligent loss and/or damage to Venue furniture and equipment. Any costs of making good any damage will be charged to the Hirer.
  12. Health and Safety incidents or Accidents are to be reported to the main office.
  13. The Hirer and guests/delegates must conduct themselves in a responsible manner with due consideration to any other guest/delegate, Venue staff or their agents, visitors or members of the public.
  14. Smoking is not permitted in any part of The Premises and The Hirer should inform their attendees this is a no smoking building. The Hirer is asked to ensure that people smoke away from The Premises outside the gate.
  15. No hirer will have access to any keys, either external or internal, unless by prior arrangement between the named person(s) and the manager of R&S. Groups are responsible for their own valuables. If a room needs to be locked during an event a member of staff should be contacted.
  16. Hirers are reminded that bookings are for an agreed time period. Any over-run of bookings will be charged at the appropriate rate, in order to cover staffing and other costs.
  17. Parking spaces are reserved for disabled parking. For non- blue badge holders, the parking fee is £2ph
- R&S is fully accessible for wheelchair users, except for the upper floor meeting

Walnut Tree Walk, Kennington,

London, SE11 6DN

Tel: 0207 587 1131

**For more information or if you have any specific requirements  
please contact us on [office@rootsandshoots.org.uk](mailto:office@rootsandshoots.org.uk) or 0207 587 1131**

#### SUPPORT US

Income generated from venue hire is reinvested back into Roots and Shoots to support our charity.  
You can support Roots and Shoots by becoming a friend, making a donation.  
For more information please visit [www.rootsandshoots.org.uk](http://www.rootsandshoots.org.uk)

You can also find us on    



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