



Roots and Shoots

Venue Hire Terms and Conditions

BOOKING THE ROOMS

Thank you for choosing Roots and Shoots ("R&S"). Your booking constitutes a formal agreement to hire venue facilities on these terms and conditions. The "hirer" means the organisation / individual in whose name the booking is made. The hirer shall be jointly and severally liable for payment of the event. The "contract" means the agreement between the R&S and hirer for a specific booking or series of bookings. These Terms and Conditions will form part of the contact, together, with any other terms stated in the contract documentation.

1. Confirmed bookings must be paid for in advance; you will be required to pay for your booking before it takes place. We request that payment is made at least 2 weeks beforehand. 'Last minute bookings' (bookings that take place less than a week from original enquiry) must be paid immediately.
2. For the Hall and the Natural Roots Building, there is a 4 hour minimum booking requirement. For the Meadow and Garden Rooms, there is a 3 hour minimum booking requirement.
3. All bookings must include setup and breakdown time. Additional hours are added at the hourly rate.
4. 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.
5. 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.
6. Food orders must be processed at least 3 working days in advance.
7. The hirer is not permitted to bring in external catering services or food/drink onto the premises for consumption; in doing so, a charge of £50 will be applied. Please note that it is our policy that food left over from any function cannot be removed from the premises. This is in compliance with the Food Safety Temperature Control Act 1995.
8. Room set-up is the responsibility of the Hirer. Venues 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
9. The maximum room capacity permitted may reduce depending on your additional requirements and layout in the room.
Hall: 60 people
Meadow Room: 20 people
Garden Room: 18 people

USING THE ROOMS

10. 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.
11. 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.
12. 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.
13. Rooms left in an unsatisfactory condition will be subject to a cleaning charge of £50.00.
14. 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.



15. Guests/delegates are obliged to comply with local by-laws relating to noise and the environment, health and safety and fire regulations.
16. 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.
17. The Venue and any additional services requested may only be used for the purpose(s) for which they are hired.
18. Nothing is to be stuck, nailed, screwed, stapled or fixed in any way to the walls, doors or any other Furniture
19. 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.
20. Health and Safety incidents or Accidents are to be reported to the main office.
21. 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.
22. 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.
21. 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.
23. 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.
24. Parking spaces are reserved for disabled parking.
25. R&S is fully accessible for wheelchair users, except for the upper floor meeting room.

PAYMENT

All invoices to be paid 2 weeks prior to the live day of the booking.
Payment will be by means of cheques payable to Roots and Shoots Ltd or BACS account transfer, details as stated on invoice.

CANCELLATION

A minimum of 2 weeks' notice is required for cancellations, otherwise charges will be incurred: 1st week 50%, 2nd week 75%. On day Full Charge.

Changes to orders will not be allowed within 3 working days of the booking date.

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 or volunteering with us.

For more information please visit www.rootsandshoots.org.uk

You can also find us:
Walnut Tree Walk, Kennington,
London, SE11 6DN
Tel: 0207 587 1131 Fax: 0207 735 060

For more information or if you have any specific requirements, please contact us at bookings@rootsandshoots.org.uk

