



Room Hire at Lepe Country Park Terms and Conditions

1. Applications

Bookings will only be accepted following receipt of a signed hiring application form. The person signing the application form shall, for the purposes of these terms and conditions be deemed to be the hirer. No transfer of bookings or sub-bookings will be allowed. The classroom may, at Lepe Country Park discretion be booked for a single event more than one year in advance subject to the strict understanding that the scale of charges at the date of the function will apply unless payment is made in full at the time of the booking. Bookings for a series of meetings or events would not normally be accepted for a period exceeding 12 months. The facilities may only be used for the purposes and period stated on the application form, unless the hirer has obtained the prior written consent of Lepe Country Park.

Half Day Hire = 4 hrs

Day Hire = 8hrs

2. Cancellations

Lepe Country Park reserves the right to refuse any bookings without explanation and to cancel any booking upon reasonable grounds. In the event that the Park staff cancel a booking, it will do so in writing and either refund all fees already paid or offer alternative dates. Lepe Country Park shall not be liable for any loss sustained by the hirer as a result of any such cancellation. Cancellations by the hirer should be notified to Lepe Country Park office in writing. If the hirer cancels a booking within one month of the hire date, the full fee must be paid.

3. Limits of accommodation

The number admitted to the classroom must not exceed 60. The precise number of persons attending an event will be at Lepe Country Park discretion after discussion with the hirer. The hirer shall be responsible for ensuring that the limitations agreed with Lepe Country Park are observed.

4. Damage to premises or equipment

The hirer shall be liable on demand for any damage to the premises of the fixtures, fittings, furniture and any equipment or articles provided within the centre and caused by his or her use of the premises. The cost of restoring the premises, the fixtures, fittings, furniture and any equipment or articles provided within the centre to their original condition shall be assessed by Lepe Country Park whose decision is final. No screws or nails shall be driven into walls, floors or ceilings of the premises, fixtures and fittings. The hirer shall leave the premises in a clean and tidy manner. In the event that the classroom has not been left in a clean and tidy manner a **£10 'clear up' fee** will be levied. In the



event of damage payment for costs of repair or replacement will be incurred by the hirer.

5. Injury to persons and damage to property

Lepe Country Park will not be held responsible for any damage or loss of goods, property or equipment or for personal injury (except in the case of negligence by Lepe Country Park) on within the park grounds, howsoever caused. The hirer shall indemnify Lepe Country Park against any claims, which may be made in respect thereof. Any accident must be reported to the park staff as soon as possible after its occurrence, but in any event, prior to departing from the park.

6. Decorations and fixings

No decorations, flags, emblems, posters or any other loose articles may be fixed to walls, floors, ceilings, fixtures or fittings without prior agreement.

7. Resources

Any use of classroom resources, this includes tea/coffee/sugar and any of the items stored in the room/cupboard, **must** be with prior agreement.

8. After Event

The classroom must be left in a clean and tidy condition.(please see clause 4)

Signed _____(organiser)