

Terms and Conditions of Hire

Use of Premises

- A booking form must be completed for all room hire
- The use of the premises during the period of hire shall be confined to the use or uses identified in the application form.
- The time stated on the application is the time from the hirer shall have access to the building.
- The hired premises must be vacated promptly at the time when the booking expires. Failure to comply with this regulation will involve payment of an excess fee chargeable per hour.
- No posters shall be attached to any surfaces of the hired premises.
- Smoking is not allowed on Bolton Council of Mosque premises.
- No Alcohol is to be consumed on the premises
- No food is to be cooked on the premises. The hirer will be responsible for the food which is brought into the building, they will have to provide their own utensils and under no circumstances will they be able to use the property of the Bolton Council of Mosques.
- The hirer will be responsible for cleaning up the rubbish and taking it at the end of the session
- In the event of a fire the hirer will be responsible to make sure all the people have evacuated the building and they must inform the caretaker who will be on hand. The Bolton Council of Mosques takes no responsibility for any loss of belongings.
- Music will not be allowed to be played in the venue
- The person booking will be responsible for the number of people who are brought into the premises, taking into consideration Health and Safety. However they will have to inform the Booking Centre Manager how many people will be attending.
- You will make sure that your attendees behave in such a way that they do not cause a nuisance or unreasonable disruption to the Bolton Council of Mosques, our employees, or anyone else using or visiting the Bolton Council of mosques. Should any of your event attendees refuse to, or appear unwilling to alter any aspect of behaviour that is acceptable to us, we reserve the right to terminate the stay of the person(s) involved or all the event attendees.

Hire Charges

- The deposit will be 20% of the total booking fee which will have to be paid before the venue is used.
- Payment for the hire of the premises must be made in full at the time of booking or an invoice will be issued to the hirer.
- Invoices should be paid within 14 days of receipt.
-

Cancellations

Cancellations will be charged at the following rate :

- 7 days or less (inclusive) prior to, but not including the function date – **FULL CHARGE**
- 8-14 days or less (inclusive) prior to, but not including the function date – **75% charge**
- 15-30 days or less (inclusive) prior to, but not including the function date – **25% charge**
- The Management reserves the right to cancel any bookings due to reasons beyond the Management's control; in these circumstances and where monies have been paid in advance, a full refund will be given.

Breakages

- The hirer will compensate on a new for old basis, the community centre for any damage caused to the building or its contents and appliances during the period of hire or as a result of any breach of the terms and condition of hire.