

# Booking Conditions

## (Caroline Street Social Club)

### Overview

- The minimum booking is 2 hours within a morning, afternoon or evening session.
- Please ensure bookings include time to set up and clear up the rooms.
- Maximum room occupancy of 320 standing and 200 people seated should not be exceeded in the concert room.
- Rooms must be left as found.
- Unconfirmed bookings will remain in the diary for a maximum of one month, after which we reserve the right to delete them without notice.
- Hirers can be provided with a list of local catering service businesses.
- Room Hire Fees are paid in Full up front.
- Cancellations should be made in writing and may be liable to charges:
  - 100% less than 4 weeks
  - 50% between 4 and 8 weeks notice
  - No charge more than two month's notice
- Your Event publicity should ensure that it states your own contact details.
- We reserve the right to refuse any booking not in accordance with our principles and to cancel any booking without notice if necessary, in response to events outside our control.

### User Responsibilities and the liability for additional charges

- Any damage caused by the room user to the fabric or furniture of the building and any breakages must be paid for in full.
- We reserve the right to charge if the room(s) require more cleaning than would reasonably be expected.
- No animals are allowed in the lounge or concert room with the exception of guide dogs.
- We are situated in a residential area; please show consideration for neighbours both when parking and in keeping noise levels to a minimum.

### Disclaimers

We do not accept liability for any loss or damage however caused. In particular we do not accept liability for:

- Accidents to room users caused by failure to use equipment properly or arising from use of equipment, utensils, etc. by inappropriate people (e.g. unsupervised children)
- Any loss or damage to users' personal possessions.

We take the booking of a room to be an agreement to accept and abide by these terms and conditions.