

HIRING SYDENHAM GARDEN RESOURCE CENTRE: PAYMENT TERMS AND CONDITIONS **(To be read in conjunction with the General Terms & Conditions / FAQs).**

Please read carefully before completing the booking form. Completion of the booking form is taken as an agreement to these terms and conditions, therefore please ensure that the person returning the booking form has the appropriate authority.

GENERAL

1. The **hire rate** for the Resource Centre is **£30.00 per hour** charged on a whole hour basis. When booking the Hirer should include time to set up and tidy up afterwards.
2. A **refundable deposit of £200** is required to secure any booking and cover for any damage; breakages; late arrivals / departures; additional cleaning costs etc.
3. **Payments can be made:**
 - a. In cash,
 - b. By cheque,
 - c. By bank transfer (Our details - Sort code: 40-52-40 / Account No. 00018879) or
 - d. Online (<http://www.sydenhamgarden.org.uk/payments>). Please note this facility is subject to a 1% transaction fee (capped at £2.00).
4. If required, a receipt can be issued for the deposit and / or the hire fee.
5. Long term, regular bookings must be paid for monthly in advance and will be subject to a further rental agreement.
6. **Late arrivals and departures** will be charged £30 and then £30 per hour for every additional hour incurred.
7. Additional cleaning required to be undertaken by Sydenham Garden resulting from the hire will be charged at £30 per hour for every additional hour (or part of) incurred.
8. The Trustees of Sydenham Garden reserve the right to refuse any application to hire the Resource Centre without giving a reason.
9. The Trustees of Sydenham Garden regularly review the conditions of hire which may be changed at any time. Hirers will be given two weeks' notice of any change.

GENERAL BOOKING TERMS

1. To make a booking you can:
 - a. book online using the following link: <https://www.sydenhamgarden.org.uk/supporting-us/hire-a-venue/> ;
 - b. call into the office and fill out a booking form,
 - c. complete the attached booking form and email or post it to us.
2. The **deposit** is required within 7 days of Sydenham Garden confirming a booking. Payment of the **hire fee** is required at least 14 days before the booking date.
3. Sydenham Garden reserves the right to cancel the booking if these monies are not received within the times noted.
4. **Cancellation Policy:**
 - a. If a booking is cancelled more than 1 month before the booking date, a £30 administration fee will be charged.
 - b. If a booking is cancelled within 1 month of the booking date Sydenham Garden will charge 75% of the hire fee.
 - c. If a booking is cancelled within 1 week of the booking date Sydenham Garden will charge 100% of the hire fee.

HIRING SYDENHAM GARDEN RESOURCE CENTRE: BOOKING FORM

(to be completed by the hirer and read in conjunction with the General & Payment Terms and Conditions).

Name of person responsible for the hire*:

Name of organisation (if applicable):

Address*:

Post Code*:

Telephone No*:

Mobile:

Email:

Job Title (if applicable):

Date when premises required*: Click here to enter a date.

Purpose of Hire*:

(Please tell us why you would like to hire the Resource Centre).

Proposed Activities*:

(Please tell us all activities planned for your booking including those provided by entertainers, professionals etc providing 3rd party services; along with any equipment you propose to bring to the Resource Centre).

Number of people attending*:

[NB: The maximum number of children allowed at any booking is 30]

Arrival / Departure Times**

: from:

to:

Total hours*:

Function / Party Times*

: from:

to:

**Required **Include time to set up and to tidy up afterwards*

I HAVE READ AND ACCEPT THE CONDITIONS AND THE ARRANGEMENTS AS SET OUT IN THE TERMS AND CONDITIONS (General & Payment)

(Please tick here to confirm:)*

SIGNED:

Print Name:

Date:

Transparency Notice: The contents of this form will be stored on our servers, which includes a Microsoft Cloud Based Server. They are encrypted and secured, and stored in the UK. They will be removed in line with our retention policy. We will not share the contents with any other organisation without seeking your consent first, unless legally required to do so.