

# TERMS & CONDITIONS HIRE OF OUR MEETING ROOMS

# \*\*DURING COVID-19 RESTRICTIONS - AMENDMENTS

### BOOKING

Please complete and return the booking form to reserve your room at Fife Gingerbread. For non-tenants, hire fee is to be paid in full and cleared ahead of date required. Fife Gingerbread reserves the right to cancel any such hiring if payment has not been received. Fife Gingerbread reserves the right to make additional charges for use of facilities or time not agreed in advance.

Normal timings: Monday – Thursday 09:30 – 16:30

Friday 09:30 - 15:00

The Snug: £7.50 per hour – maximum of 2 people (excluding under 12s)

Board Room: £11.25 per hour – maximum of 4 people

Training Room: £15 per hour – maximum of 12 people

\*\*The above prices have been temporarily reduced to reflect allowed maximum attendance.

Out of hours bookings may be made for an additional charge. If you wish to book out of hours, please discuss with the person you make the booking with.

Please note that there is no parking available out of hours but parking is available nearby.

### \*CANCELLATION

Cancellation due to the hirer/guests having tested positive for Covid-19 or showing symptoms of Covid-19 should be made as soon as possible but no later than 24 hours before and will result in a full refund. Any cancellations made within 24 hours before the booking will result in the hirer being charged in full. We also require a £20 deposit for any food orders which is non-refundable.

## \*ADDITIONS

The hirer and guests are encouraged to take an LFD test prior to attending the office.

# **INDEMNITY OR DAMAGE**

In the event of any damage being done to the premises or any of the furniture and equipment therein, whether by the hirer or his/her guests/delegates, the expense of making good will be the responsibility of the hirer.

The hirer agrees to accept full responsibility for and to indemnify Fife Gingerbread against all claims made in respect of any accident, loss or damage to any property brought into the building by the hirer, the hirer's guests or any other person(s) invited by the hirer or not who attends the building in connection with the booking.

Fife Gingerbread takes no responsibility for the security or insurance of company/ organisation/personal property left in charge of any person employed or authorised by Fife Gingerbread.

All property that has been brought into the premises by the hirer or any person on his/her behalf for the purpose of or in connection with the hiring must be removed immediately after the hire. It is the responsibility of the hirer to take out your own insurance, as Fife Gingerbread is responsible for Public Liability cover only.

# MAINTENANCE OF ORDER

The hirer must accept responsibility for and agree to maintain good order during the time the hirer is occupying the building or any part thereof.

# FIRE REGULATIONS AND FIRST AID

Please be aware of the fire regulations/exit points from the premises and location of nearest fire extinguisher and first aid box.

# **RIGHT OF ENTRY**

Fife Gingerbread reserves the right of entry into the building and a right to refuse admission or to remove any person from the building without stating a reason.

Fife Gingerbread reserves the right to cancel the hiring of the hired premises and any equipment without paying compensation and without incurring liability in respect of such cancellation.

There is no intention on the part of Fife Gingerbread or on the part of the hirer to create a tenancy of any sort by entering into this agreement.

The building is defined as the address of the premises in which the hired premises are situated. The hired part of the building is defined as the part of the building hired under the terms of this agreement.

# **Contact Us**

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