

## Surrey Docks Farm

### River Room Terms & Conditions of Hire



1. The Hirer shall satisfy themselves that the facilities to be hired are suitable for their purposes. We recommend a site visit before making a booking.
2. The use of the premises must not interfere with the workings of the Farm. Music must be kept to a reasonable level. The Hirer acknowledges that they will not have exclusive use of the Farm.
3. No naked flames or candles should be burnt on the premises and smoking is not permitted on the Farm.
4. The consumption of alcohol within the Farm is not permitted.
5. At no time during the period of hire should any emergency exit be locked or obstructed.
6. Surrey Docks Farm cannot accept responsibility for any claims, costs or charges made in respect of any loss or injury to any person using the premises.
7. For events with children the hirer must ensure there are enough responsible adults dedicated to the care of children present at any event. Children must be supervised at all times, particularly when exploring the rest of the Farm.
8. The Hirer shall be responsible for loss or damage to Farm premises and any breakage or damage to property will be paid for by the Hirer.
9. Preparation and clearance of the hired space is the sole responsibility of the Hirer. The room is to be left in a tidy condition; tables and chairs are to be cleaned and stacked where found.
10. All rubbish must be bagged up in the bin bags provided and collated by the door, with recycling separated.
11. Helium gas canisters must be removed from site by the Hirer.
12. External entertainers must first be approved by the Farm Manager. Please email: [manager@surreydocksfarm.org.uk](mailto:manager@surreydocksfarm.org.uk) to enquire.
13. The Hirer must adhere to the hire start and end times. For weekend bookings this is 11am-3pm. The times include setting up and packing up, we therefore ask that parties or events finish at 2:30pm to allow time to clear and leave on time. Any delays leaving will result in loss of deposit.

#### **Cancellation Fees**

All bookings are subject to a 50% cancellation fee. Cancellations made within two weeks of booking date will forgo 100% off the hire fee.

#### **Deposit Return**

If the Hirer satisfies the above terms and conditions, the £100 deposit will be refunded following the event and will reach the hirer as soon as possible.