



theKenilworthCentre
we're here for you

Youth activities · Radio Abbey · Meeting rooms · Wi-fi · Dance studio · Outdoor court · Cinema

Tel: 01926 855205 Email: enquiries@thekenilworthcentre.com Twitter: @theKenCentre
Abbey End Car Park, Kenilworth CV8 1QJ

Terms & Conditions of Hiring

These Terms & Conditions have been put in place for the safety and benefit of both current and future users of theKenilworthCentre (tKC).

**Your group will need to provide a Risk Assessment for Infection Control and agree to abide by our Covid 19 safety guidelines.*

1. Hirers will ensure that there is always a responsible adult in attendance.
2. Hirers must comply with health, safety and fire regulations as displayed in tKC and stated here.
3. The facilities must be left in a clean and tidy state after use. Room/s should be left clear for following users. This includes the kitchen and toilets that may have been used by users' guests/clients. The Hirer will be held responsible for any damage or additional cleaning needed for which they may incur a charge.
4. tKC has a no smoking policy. The use of illegal drugs is strictly prohibited. Any evidence of the use of drugs will result in groups/individuals being refused any future bookings.
5. tKC is not licensed for the sale of alcohol. If you wish to serve or sell alcohol at a function, please discuss this with tKC staff. A licence will be required if you are selling alcohol.
6. Hiring Groups are expected to carry their own public liability insurance (PLI) unless the hire is for a children's party or a general meeting for which tKC have PLI.
7. tKC has a formal safeguarding policy for the protection of young people and vulnerable adults with which hirers are required to comply whilst using tKC. A copy of this policy is available on request.
8. tKC is committed to equality of opportunities for all regardless of race, colour or nationality, ethnic or national origins, sex, gender reassignment, sexual orientation, marital or civil partner status, pregnancy or maternity, disability, religion or belief, age or any other ground. Hirers of the Centre are also expected to follow these principles.
9. The Main Hall has a maximum electrical power loading requirement. Hirers must check with tKC staff if intending heavy use of electrical equipment. Smoke machines are not permitted under any circumstances.
10. **Bookings cancelled with less than 2 weeks' notice will be charged in full.**
11. tKC reserves the right to refuse room hire bookings.

HOW TO BOOK

tKC welcomes bookings made by e-mail, in writing to tKC or by phoning (details above). Bookings are confirmed on receipt of the necessary forms. The hourly room rate is dependent upon the status of the hiring organisation (Commercial/Public Sector or Community/Charity users) and the room required.

Single Bookings: For single bookings payment is required in advance of the booking date.

Regular Bookings: Invoices are sent out at the start of each calendar month in advance and must be paid within 30 days of the invoice date. We reserve the right to refuse access to rooms where payments are outstanding.

Booking Times: Rooms are available for booking between 9am-10pm. Users need to adhere to the times that they have booked and ensure that they leave enough time to set-up, clear away and clean up after their booking. There is a free 15-minute set-up/tidy-away slot at either side of any booking, which is shared with the outgoing/incoming user. All evening events MUST finish by 10pm and the building vacated no later than 10.30pm. Outside noise must be kept to a minimum due to the proximity of residential housing. If used, the outside court lights are extinguished at 9.30pm.

Cancellations/Changes to Bookings: Bookings cancelled with less than 2 weeks' notice will be charged in full. Cancellations & changes to bookings must be confirmed in writing and a receipt of this cancellation/change acknowledged by tKC. E-mail cancellation is acceptable.

Access to the building: Access to the building outside normal office hours is by arrangement with the Administrator and will be agreed at the time of booking. Details shared on opening and securing the building must be kept confidential.

Security of the Building: The automatic lobby door must be set to OFF if there is a gap between yourselves leaving and the next user, to keep tKC safe from vandalism. The timetable in reception will tell you the timings of bookings for the day. There is a door/phone entry system that can be used if you are a sole user and prefer the building to be secure.

