



Kala Sangam Arts Centre

Room/Venue Hire – Standard Terms and Conditions

- **Person in charge** – the person named in the booking as the person in charge must be in attendance for the duration of the booking.
- **Accounts** – payment for private use of the venue must be received in full 14 days prior to an event taking place.
- **Capacity** – maximum capacity numbers must not be exceeded.
- **Access** - to the premises will only be permitted at the time shown on the booking confirmation/quote, unless agreed in advance.
- **Exit** - bookers must be clear of the premises by the agreed finishing time. This includes any external catering or refreshment provision. We allow up to 1 hour for clearing away. Any additional use of the premises will incur additional charges.
- **Smoking** – there will be no smoking whatsoever anywhere on the premises and smokers must be 5 metres from the building entrances if smoking outside.
- **Catering** – any food prepared and served/refreshments served on the premises will be via the approval of the Venue Sales Manager or Facilities Officer.
- **Damage** – any damage to the property or equipment in the premises will be the sole responsibility of the person named as person in charge of the booking. Notification of any damage should be made to centre staff immediately. Charges may be levied at the discretion of Kala Sangam.
- **Accidents** – in the event of an accident it is your responsibility to ensure that the injured person receives appropriate medical attention and that there is adequate supervision of your group. All accidents should be recorded in the accident report book obtained from the Facilities Officer.
- **First Aid** – a first aid box can be obtained from the reception desk.
- **Health & Safety** – fire exits must be kept clear at all times. It is the responsibility of the booker to ensure that an accurate count of numbers attending is kept in the event of a fire drill or emergency leading to the evacuation of the premises.
- **Cancellation** – please see charges below. If Kala Sangam needs to cancel your booking, we will endeavour to give you more than 1 weeks' notice.
- **Penalty for Overrunning** – in the event that the event overruns and the guests/attendees/caterers do not vacate the premises by the specified time, charges will be incurred at the standard hourly rate. Part of the hour will be charged as a full hour.
- **Deposit** – a refundable deposit will be required for all private bookings. If conditions of the booking have been met, the deposit will be refunded within 48 hours.
- **Storage and cleaning** – the use of storage equipment is prohibited unless permission is specifically granted. Rooms must be left as they are found with all furniture and equipment returned. Litter must be removed and tables cleared if necessary.

- **Insurance** – all users will be required to submit a copy of their public liability insurance where the event is open to the public.
- **Equipment** – it is the booker's responsibility to ensure that any equipment that is brought into the premises meets current safety legislation e.g. all electrical equipment must be PAT tested.
- **Lost Property/Theft** – Kala Sangam does not accept responsibility for the theft or loss of property belonging to venue users.
- **Responsibility** – it is the responsibility of the person named in the booking to convey the terms and conditions of the booking to all individuals participating or attending the event. Any contravention of these conditions or code of conduct may result in the booker being asked to leave and the event being stopped.
- **Complaints** - must be put in writing immediately after the event by email to the Venue Sales Manager:
steveoconnell@kalasangam.org

Cancellation policy

Cancellation of a booking more than 1 month before the event will have a 25% Cancellation fee.
 Cancellation of a booking less than 1 month before the event will have a 50% Cancellation fee.
 Cancellation of a booking less than 1 week before the event will have a 75% Cancellation fee.
 Cancellation of a booking less than 48 hours before the event will have a 100% Cancellation fee.

Code of Conduct

- Those attending any event within the venue must at all times comply with any instructions given by Kala Sangam staff in relation to health, safety or security matters.
- Individuals must not cause offence and are required at all times to be considerate and respectful towards others.
- All individuals attending the venue are required to act in a way that is compliant with the law.
- Noise level must be kept at a level so as not to interfere with other activities in the venue or to disturb our immediate neighbours.
- Offensive or intimidating language or behaviour should not be used.