



The Old School Centre (OSC)

TERMS AND CONDITIONS (T's & C's)

Please note: Your booking confirms that you have read and agree with our T's & C's

OSC (Old School Centre) Terms of bookings:

Booking is complete with a confirmation email from the OSC. **Full payment will be required in advance** to secure your booking. You can complete our [Booking Request Form](#) online.

We reserve the right to refuse / terminate the following (but not limited to); memberships, room hire bookings and review promotional materials provided by organizers prior to publishing on our platforms.

All hirers must also be members of The Old School Centre.

There is no charge for membership, but we require all adults who hire the building to have provided their details via our members form to become part of the membership. You can complete our [Membership Form](#) online.

Hire Tariffs start at £10p/h. Charges depend upon numbers attending and the spaces required storage etc so, individually assessed with POA.

Payments for bookings are required in advance – We invoice at end of each month for the following months sessions

Ongoing bookings are assumed continuation, unless otherwise specifically agreed so, block booked out ongoingly to the provider. Therefore, **even with notice, any missed or cancelled sessions are still invoiced**. However, any missed or cancelled sessions may be held as credit to be used in lieu by the provider at any other time throughout the year that the space is available.

Set up/take down: To be incorporated in booking time. Charges apply from arrival to departure with 15 mins between bookings to allow for changeovers. Charges may apply if repeatedly arrive or leave outside of agreed times.

Named person booking is responsible for:

☎ 01983 882820

✉ hello@theoldschoolcentre.org

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- Building left in the state of **cleanliness** in which found. Extra cleaning as a result of your session charged to user at a rate of £15 p/h (min 2 hrs)
- Any **damage** or loss to building or equipment to be charged to user
- Only **named booker** is entitled to access the key-safe and provided with the code required to open and lockup facility.
- **Heat** programmed to automatic to cover booked times.
- As emergency only you can manually override the auto by raising temp directly on thermostat to 20 and down to 14 before leaving and inform the office by phone or e-mail of any heating issues encountered asap.

When arriving and leaving the building.

- Please keep the front door shut in winter when in use to keep the heat in.
- Ensure all external **doors/windows are secured with all taps** and **lights** off before locking up.
- **If moving any furniture at all, please leave it in the same position as found in.**
- **Use of provisions in kitchen**
 - Users/members are **not to bring in their own food and beverages to building** unless specifically agreed.
- Please feel free to use our supplies of Tea, Coffee, Sugar, milk and crockery and put a contribution cost into the box in the kitchen provided to cover provisions. Suggested contribution amounts are indicated on the box.
- **No food and beverages are to be taken or consumed outside of the café area**, unless specifically agreed.
- **Behavior:** Any users/members deemed to be significantly offensive to management or other members/users may be provided with a written warning/notice of exclusion from the premises.
- The OSC reserves the right to refuse activities or participation within the premises to any individual or organisation it deems unsuitable at any time

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Cancellation or Termination of hire agreement **by user:** for ongoing and new agreements **4 weeks' written notice is required.**

Cancellation or Termination of hire **by the OSC:** for ongoing and new agreements **4 weeks' written notice is provided.**

All new bookings are on a three-month trial period. Thereafter, if the activity is suitable for our long-term community timetable, a continuous booking can be made.

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