

1. Booking Information

All bookings must be paid for in full, four weeks before the date of hire.

If the hire is over four weeks away a deposit of £50 should be taken to secure the date. The outstanding amount should be paid on or before the date of the booking.

If the hire date is less than four weeks away the hirer needs to make payment including deposit, in full via cash.

The deposit is fully refunded only after the booking has taken place, given that all the conditions of hire have been adhered to.

One of our staff will open and close the centre on the day of hire, we will do our utmost to ensure that there will be sufficient staff members on site to do so. But in the unlikely event of such, please be aware that we cannot let the building if no member of staff is in attendance.

Making a payment:

Payments can only be accepted in cash. We are unable to accept credit/debit card or cheque. A copy of the receipt will be provided on site by the member of staff who takes payment.

2. Cancellations

Should a group/party wish to cancel a booking at any time, the deposit is non-refundable.

For cancellations of bookings paid in full, the following refunds will be applicable:

Cancellation up to 7 days before hire - Refund in full, £50 deposit held

Cancellation less than 7 days before hire - No refund provided

3. Building Usage

A member of staff will be available on the day, to open up the building for you and to ensure that you leave the premises on time. Our staff will only be paid for the time allocated to the booking; therefore you will be required to keep specific times.

Bookings exceeding the agreed upon booking time will result in the £50 deposit being withheld.

The basic hire of the building includes the sole use of the building with the exception of the toilets, which remain public, and the centre office. The outside space will be open to the general public at all times.

Wandsworth Council has a no smoking or alcohol policies in place on its premises, this includes both inside the building and the outdoors area.

Decorations may be put up within reason and with the permission of the staff member on duty. We request that you only use materials that will not mark or damage the building. No nails, tacks or screws may be driven into any walls, floors or ceilings.

The hirer cannot use the premises for anything other than stated on the booking form, nor sub-let any part of the premises to any other person. If the hirer is found in breach of this condition the hirer shall forfeit the dates of hire and the sum paid for these hires.

Barbecues are not permitted for health and safety reasons.

The centre is for children under the age of 16, anyone over the age of 16 is here at the discretion of the member of staff on duty.

When children are present at functions, their parents or guardians are required to ensure the behaviour of the children is kept within reasonable limits. If a child is known to be vandalising or damaging equipment or the centre, the hirer will be liable for the costs.

4. Leaving the Centre

It is the hirers responsibility to ensure that the premises is left as clean and tidy as it was found. Cleaning equipment is available, please ask a member of staff to show you where it is.

Balloons and decorations must be removed from the premises at the end of the booking. If any are left in the building and the alarm is set off, the hirer will be liable to any callout fees.

The premises shall be in the care and custody of the hirer, who shall accept full responsibility for the preservation of order during the function, and will indemnify the cost of any loss or damage or expenses incurred by Wandsworth Council as a consequence of his/her use of the premises.

Wandsworth Council cannot in any circumstances accept responsibility of liability for any damage, loss of property, articles or this whatsoever placed or left on the premises by the hirer or any other person. If any damage is done to the premises and/or its fittings and effects, the expense of making good the damage is to be paid by the hirer.

Please note: Failure to abide by these Terms & Conditions may result in the booking being cancelled and deposit withheld, this however will not relieve the hirer of any obligation under any contract or agreement.

The council reserve the right to change these arrangements without due notice to the hirers.