**Terms and Conditions for Party Room Hire**

**INCLUDING RULES & REGULATIONS**

# BOOKINGS

1. Parties need to be booked in person with our reception team.
2. A £200 deposit is required to secure a party booking, and should be paid by credit or debit card.
3. All hire charges must be paid in full four weeks prior to the event, late payment may result in cancellation of your booking and loss of your deposit.
4. You may be allowed a free set up period before your booking, this will depend on the availability of the room and the length of your booking. Speak to our reception team about this at the time of making your booking.
5. A £100 corkage fee is payable in advance if you intend to serve alcohol at the event or allow guests to bring their own. No alcohol can be sold at any time. If your event is a paid event then you must not serve alcohol to the guests. If you do notify us that alcohol will served or consumed at the event (or anywhere on site), the alcohol corkage fee will be charged and in addition your full deposit will be withheld.

# CANCELLATION POLICY

1. Cancellations must be in writing by email to reception@selbytrust.co.uk, or by registered letter. Cancellation will usually mean you will lose your £200 deposit. However, your full hire fee will be refunded if you give us more than 2 weeks’ notice.
2. Requesting a change in date or time is usually considered a cancellation.

# ON THE DAY - ONSITE BEHAVIOURS AND RULES

1. It is your responsibility to make sure that your event remains within the allowed capacity. If Selby Trust identifies that there are more people than the capacity allows, the event will be ended immediately, with no refund and the forfeiture of the deposit.
	1. Pavilion Meeting Rooms has a capacity of 100 people including children (even if using the outdoor space).
	2. Meeting Room 3 has a capacity of 80 people including children.
2. You must ensure that all guests and especially children, are kept inside the allotted areas and are not allowed to disperse elsewhere on site. If guests do not remain in the allotted areas and subsequently need to be reminded on multiple occasions then we reserve the right to terminate your event immediately with no refund, with your deposit being forfeited
3. If you expect to run over your requested time, you must let the onsite Selby Supervisor know, if an extension is possible the additional time will be charged to your deposit/payment card. If you do not inform the supervisor on site, you will be charged for the additional time and your deposit may be withheld.

No hires are allowed to extend beyond 24:00hrs Monday to Thursday & Sunday, Friday and Saturday 01:00hrs. The room must be fully cleared and tidy by that time, with all guests offsite within 15minutes.

We are in a residential area so all guests must be asked to leave the area quietly and in an orderly fashion.

1. You must allow time within your hire period to tidy, clean, and remove all rubbish and personal possessions from the room at the end. Furniture must be returned to the positions that you found them or as otherwise agreed with Selby Staff. Selby Staff will vacuum floors surfaces only, all other aspects of the cleaning and tidying are your responsibility and the room should be returned in the same state that you found it. Failure to clean up after your event will result in a deduction to your deposit.

All rubbish bags must be taken to the main waste collection area in the Southern end of the car park and placed inside the refuse compactor.

1. If you require door supervisors for your event, they must meet Security Industry Authority (SIA) standard. If you intend to employ door supervisors, you must send names, registration numbers and identification, to the Selby Centre Management, at least 21 days before the event. Alternatively, we have existing SIA contacts available at shorter notice. The penalties for failure to comply with the regulations can result in a criminal prosecution for the Organisation managing the event/activity and also the unregistered Door Supervisor.
2. **No cooking is allowed inside the event venues.** BBQs or other outdoor cooking equipment are permitted only by special request prior to the event and if granted this will be only in the dedicated outdoor area to the rear of the pavilion. Equipment will be checked by Selby Staff for suitability and safety on the day. You must check that there is a sand and water bucket in place in the dedicated area in case of accident. Hot food can be consumed inside at party events BUT no cooking equipment other than good condition electric buffet warming hot plates or microwaves can be used. Non-compliance with this rule will result in your event being stopped and the deposit being forfeited.
3. No confetti, open fires or any kind of naked flame inside the venue is allowed. Non-compliance with this rule will result in your event immediately being stopped and the deposit being forfeited.

# DAMAGES AND ASSOCIATED FEE AND CHARGES

1. During the function you are responsible for the room/s being hired. The room will be inspected after the event. Any damage or excessive cleaning to the interior or exterior of the building will result in deductions being made to the deposit
2. Details of a valid credit card or other payment card is taken for all bookings. If the damage exceeds the value of your deposit you will be billed to that card or via another payment type of your choice.
3. We keep records of the condition of rooms, but it is recommended that hirers take photographs of the room and associated spaces at the start of the session.
4. You will be made aware of any proposed deductions from your deposits within 1 week of the event. The remainder of the deposit will be returned back to your card no more than 4 weeks after the event.

# PHOTOGRAPHY / VIDEOGRAPHY / COMMUNICATIONS

1. No professional filming or photography in the building without prior permission obtained from us at Selby Trust.
2. The event organiser and customers must not use the Selby Trust logo in advertising and publicity for the event/booking without the written approval from Selby Trust. Any advertising for the event/booking must not imply that this is endorsed or organised by Selby Trust.

# INDEMNITY

1. The Hirer, hereby agree to indemnify and keep indemnified the Selby Trust from and against all loss, damage, cost, claims, demands, expenses or charges which the Selby Trust may sustain or incur in respect of any matter arising out of the use of the accommodation or the conditions relating thereto insofar as the same are not covered by the insurance effected by the Selby Trust.

**PLEASE MAKE SURE YOU HAVE READ & UNDERSTOOD YOUR CONTRACT.**

The lead booker (hirer) must acknowledge these terms and conditions by signing below:

 Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address:

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SELBY CENTRE PARTY EVENT BOOKING FORM

1. Name of Hirer: Mr/Miss/Mrs/Ms …….………………………………………………………………………….
2. Address of Hirer ………………………………………………………………………………………………………..

………………………………………………………………………………………………………..

1. Name of contact person (If different from above)……………………………………………….............
2. Telephone number: ……………………………………………………………………..Eve Day
3. Email address: …………………………………………………………………………….………………………...........
4. Type of Hirer
	1. Independent Person 🔲
	2. Private Company 🔲
	3. Not for profit organisation 🔲
	4. Public sector 🔲
5. Name of club/organisation

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1. Brief description of event: ………………………………………………………………….…….………………………

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1. Event space you require:*(Tick Box)*
2. Pavilion Event Space

*Includes: 3 Pavilion meeting rooms, kitchenette and outdoor space* 🔲

1. Selby Centre Meeting Room 3

*Includes Meeting Room 3 and Kitchenette 1st floor* 🔲

1. Number of people ……………
2. Date/Dates of Event …………………………………………………………………………………….……………………..
3. Start Time/s………………………..……………………. Finish Time/s……………………….…………………

# How we use your personal information

By completing, signing and submitting this booking form, you have consented to have your personal details processed to complete your booking with the Selby Trust.

Tick any of the following boxes if you wish to stay up to date with offers and events at the Selby Centre. Your data will be kept secure and never passed on to third parties unless you give your express consent.

By phone

By email

Signature of Hirer………………………………………………………………………

Date…………………………….

 ***(Office use Only)***

Bond Paid……………………… Corkage Paid……………………. Hire Fee Paid ……………………………