



Riverside Community Centre, Dickens Road, Gravesend, Kent, DA12 2JY

Telephone: 01474 352199 Website: www.riversidecentre.co.uk

Company No. 5771984, Registered Charity Number 1122566

Centre Manager: suepedrick@riverside-crt.org.uk

Finance: finance@riverside-crt.org.uk

FUNCTION BOOKING FORM

Name	
Address	
Telephone Number	
Email Address	
Function Name	
Date	
Start and End Time	
Estimated Number of Attendees	
Room Layout Details:	
Signed	

Terms and Conditions

1. Riverside Community Resource Trust (RCRT) reserves the right to refuse or cancel bookings from those individuals, groups, organisations or businesses whose beliefs, aims and behaviours are not consistent with Centre policies.
2. RCRT operates a no smoking policy within the building, this includes e-cigarettes. Anyone wishing to smoke may do so in the designated areas. Please remember not to smoke near open doors or windows. Please remember to dispose of your cigarette ends appropriately.
3. All users are asked to leave rooms in a clean and tidy state. RCRT reserves the right to levy a charge for cleaning and housekeeping services should it be felt that the rooms have been left in an unreasonable state.
4. RCRT reserves the right to make a charge for any damages to equipment, materials and building contents which the trust feels that has been caused by carelessness or negligence.
5. Any children and young people under the age of 16 brought into the building must be supervised at all times.
6. Please note that bookings will only be confirmed when a completed booking form and £100 refundable deposit (in cash) has been submitted to the Centre. A confirmed booking constitutes formal acceptance of RCRT terms and conditions.
7. Rooms will be allocated by Riverside Centre to clients based on the number of attendees.
8. Clients will be responsible and will indemnify RCRT for all accidents, injuries, and losses and for the cost of repair for any damage done to any part of the property or the contents of the building which may occur from any cause whatsoever (including willful or deliberate damage) in connection with their use of the premises and for any claims made against RCRT by any third party as a result of the acts of the client or the clients guests.
9. Clients must carry insurance to cover risks along with adequate public liabilities insurance. A copy of the hirer's insurance policies need to be made available to RCRT upon request. RCRT carries statutory public liabilities insurance.
10. The refundable deposit **does not** form part of the total hire invoice. This deposit may be collected by the client after the event. RCRT will retain part of or all the deposit should it be deemed necessary.
11. The hire fee must be **paid in full 1 week prior** to the function date. Failure to do so may result in the function being cancelled and the deposit, in full being retained. Payments made in installments can be arranged but all monies need to be paid 1 week prior to the function date.
12. Cancellation fees are: Within 7 days of the function date £50 cancellation fee and within 24 hours of the function date £100. RCRT will use the refundable deposit to cover this fee.
13. The use of confetti/glitter cannons/balloons and the likes are prohibited in the centre. Use of such items will incur a £20 clean up charge which will be taken from the refundable deposit.
14. Hire equipment is available.
15. RCRT reserves the right to price changes. Any changes to price will be done through written notification from RCRT to hirers.
16. RCRT reserves the right to vary, revoke and add to these terms and conditions from time to time at their absolute discretion.