

# Cambridgeshire FA Ltd Meeting & Conference Rooms

## Terms & Conditions

### Bookings & Confirmation

A booking request may be made on the Cambridgeshire FA Ltd form or by post, email, phone or fax. Cambridgeshire FA Ltd will confirm a booking request by issuing a Hire Agreement to be signed and returned by the hirer with the full fee. The hirer should not make any announcement regarding the use of the premises until a receipt for the fee is issued. The hirer is not permitted to transfer a booking or make a sub-booking. Cambridgeshire FA Ltd reserves the right to refuse to accept a booking request.

### Charges & Payments

Hire charges will be agreed between the hirer and Cambridgeshire FA Ltd. For single events, the hirer should pay the full fee no later than 7 days before the event. For block bookings, the hirer should pay the amount for a minimum of four weeks in advance. The hirer is liable for any additional expense incurred by Cambridgeshire FA Ltd if the event overruns the hire time. Cambridgeshire FA may waive the requirement for the hirer to pay fees in advance. Where appropriate, Cambridgeshire FA will issue an invoice with payment terms of 30 days for the full amount due after the hire.

### Cancellations

Cancellation by the hirer: any amendments or cancellation must be notified in writing no later than 48 hours before the booking date and late cancellation will incur charges as follows:

Less than 48 hours before booking	50% fee
Less than 24 hours before booking	80% fee

Cancellation by Cambridgeshire FA Ltd: in exceptional circumstances and without incurring liability, Cambridgeshire FA Ltd may cancel a booking and issue a full refund any time up to the hire time.

### Damage

The hirer is responsible for any damage to the premises, fixtures, fittings, furniture or equipment caused by the hirer or their guests. The attachment of notices, decorations or any other loose articles to walls, floors, ceilings, doors or windows is not permitted without the prior consent of Cambridgeshire FA Ltd. The hirer shall leave the premises in a clean and tidy state.

### Health and Safety

1. The Hirer shall comply with all statutory requirements with regard to Fire and Health & Safety in all aspects of their activities. Copies of the Cambridgeshire FA Health and Safety policy are available on request.
2. Items must not be placed in gangways or exits, passages or corridors or in front of any emergency exit.
3. Flammable substances shall not be brought into or used in any part of the Premises.
4. No unauthorised heating or electrical appliances shall be used on the Premises.
5. Fire-fighting apparatus shall be left in its proper place and only used for its intended purpose.
6. The Fire Brigade shall be called out to any outbreak of fire using the 999 system however slight, and details of the occurrence shall be given to immediately to an authorised member of staff from the Cambridgeshire Football Association.
7. The First Aid Box shall be readily available to all users on the Premises. The Cambridgeshire Football Association must be informed of any accident or injury or near-miss occurring on the Premises howsoever caused.
8. The Hirer shall be responsible for risk assessing users with poor mobility in relation to a fire evacuation.

## **Catering**

Only food and refreshments provided by the Cambridgeshire Football Association or their agents can be consumed on the premises.

## **No Smoking**

The Cambridgeshire Football Association operates a 'No Smoking Policy' in its buildings.

## **Accessibility**

All our meeting rooms are on the 1<sup>st</sup> floor, accessible to disabled visitors by lift. A disabled toilet is on the ground floor.

## **Car Parking**

No vehicles shall be parked in such a way so as to cause an obstruction to Cambridgeshire Football Association or Histon Football Club entrances and exits. Clear access must be left to the buildings for any emergency service vehicle.

## **Security**

Cambridgeshire FA Ltd will not permit the premises to be used for any illegal, immoral or dangerous purposes, or for any events that may cause disorder, offence or controversy in the community. Cambridgeshire FA Ltd will not be liable for any loss or damage to the property of the hirer or hirer's guests. All vehicles and property are left in the car park entirely at owners' risk.

## **IT & IT Security**

Cambridgeshire Football Association cannot accept the installation of any other organisation's software, or the connection of any other organisation's storage devices (e.g. disks, USB drives, etc), to any of its PCs.

### ***Use of laptops/notebooks through audio visual system where hired:***

Please note the optimum settings for laptops/notebooks are:

Operating System:	Windows XP or later
Colour quality (highest):	16 or 32 bit
Screen resolution (optimum):	1074 x 768

If there are any doubts as to this compatibility then please contact Rowena Smith prior to the event. Cambridgeshire FA Ltd cannot be held responsible in the event of any hirer's IT equipment failing to be compatible with the audio visual system.

as at 16 November 2010