

HUDAWI Cultural Centre

Venue Hire Terms & Conditions

1. Payment Terms and Booking Confirmation

- a) Room hire is only secured upon receipt of a completed booking form, a 25% non-refundable deposit, and written confirmation from HUDAWI Cultural Centre.
- b) A refundable bond may be required for social and private bookings depending on the nature and level of risk associated with the booking.
- c) The remaining balance, including charges for catering, equipment hire, or additional services, must be paid no later than 14 days before the booking date.
- d) Failure to make payment by the due date may result in cancellation of the booking.
- e) Cancellation terms are governed by the Centre Bookings Policy. Refunds depend on notice provided and costs already incurred.
- f) Cancellation charges apply: One week or less before hire – 100%; More than one week before hire – 50%.
- g) HUDAWI Cultural Centre reserves the right to amend prices and booking details. Applicable rates are confirmed at the time of booking.
- h) HUDAWI Cultural Centre reserves the right to cancel bookings where circumstances are beyond our control or where previous payments remain outstanding.

2. Use of the Premises

- a) The named hirer must be present throughout the booking period.
- b) Only agreed areas may be used. Maximum capacity must not be exceeded.
- c) Furniture must be returned to its original position and the premises left clean, tidy and undamaged.
- d) Hirers must familiarise themselves with fire evacuation, health and safety, food hygiene and safeguarding procedures.
- e) The customer is responsible for their own equipment and any damage caused by equipment or attendees.
- f) Hirers may not display external signs, banners or posters without prior permission.
- g) Blue tac, white tac and sticky tape must not be used on walls.

- h) Hirers must supervise and secure the premises during the hire period and leave the building safe and secure
- i) Spaces must be left clean and tidy. Additional cleaning or damage will result in charges

3. Timekeeping

- a) Events must start and finish within agreed times. Additional charges may apply for overruns.

4. Noise and Conduct

- a) Hirers must comply with noise guidelines. Staff may require noise reduction.
- b) Anti-social behaviour, discrimination, or illegal activity is not permitted.

5. Insurance Requirements

- a) The Centre may require evidence of Public Liability Insurance where events involve commercial activity, ticketed entry, external contractors, or higher-risk activities.
- b) Bookings may not be confirmed until evidence is provided.

6. Electrical Equipment (PAT Testing)

- a) All electrical equipment must be safe and, where applicable, have evidence of Portable Appliance Testing (PAT) within the last 12 months. Unsafe equipment may be refused.

7. Health, Safety and Safeguarding

- b) Fire exits must remain clear. Safeguarding requirements must be followed where applicable. Hirers must comply with staff instructions.

8. Licenses and Legal Compliance

- a) Hirers are responsible for music, alcohol, and event licensing requirements.

9. Liability

- a) The Centre is not responsible for loss or damage to personal property.
- b) Hirers are liable for damage caused during bookings.
- c) We accept no liability for death, injury or loss of property belonging to customers or delegates.

10. Equality and Fair Use

- a) All bookings are managed in line with the Centre's commitment to fairness, equality, and non-discrimination.

11. Acceptance

- a) By confirming a booking, the hirer confirms acceptance of these Terms and Conditions.

12 Breaches

- a) Any breaches of the terms will result in a cancellation of the booking