

**Terms & Conditions of Room Hire**

1. Any rooms hired under the terms of these conditions relate only to those provided by SOAR at Sorby House, Spital Hill, .Sheffield,. S4 7GL.
2. All room bookings are provisional until a completed Booking Request Form has been received.
3. The person responsible for hiring the room/s must be 18 years of age and over and shall be the contact name on the booking form. This person is responsible for the payment of fees due in respect of the hiring and abiding to all the terms and conditions set out in this document.
4. All fees are to be paid promptly on invoice within 30 days.
5. All charges will incur vat at the current rate
6. SOAR reserve the right for its staff to enter any hired room/s at all times.
7. SOAR reserve the right to refuse any booking request, as it sees fit, and without being required to give any reason for its decision.
8. The hirer will not discriminate against any individuals or groups on the premises. SOAR reserves the right to refuse permission to enter the premises or cancel the room booking without notice should it have reason to believe that the hirer or anyone associated with them does not intend to abide by these principles.
9. If a room is to be used for childcare/children’s activities and/or activities for vulnerable adults, the hirer must comply with the current statutory requirements i.e., they need to adhere to and maintain written Safeguarding policies and procedures and hold appropriate, current insurance.
10. The hirer will adhere to the times agreed when hiring rooms, facilities or equipment. Additional use of the room, facilities or equipment is at the discretion of SOAR staff and may incur an additional fee.
11. The hirer will be responsible for supervising the group, the safety and behaviour of people and appropriate use of equipment.
12. The hirer will be responsible for undertaking a risk assessment to determine the suitability of the room and building for their activity.
13. The hirer shall be responsible for ensuring that all users of the hired premises are aware of the Fire Safety Procedure and the emergency exit routes from the building.
14. Smoking is strictly prohibited in the building.
15. The consumption sale and display of alcohol or any beverages’ containing alcohol is not allowed on the premises.
16. The hirer will not use the premises in any unlawful way, do anything, or bring onto the premises anything which may endanger the users of Burngreave Library.
17. The hirer will compensate SOAR for the cost of repair of any damage done to any part of the building or its contents during the hire period.
18. The hirer is subject to SOAR Cancellation Policy attached to these terms and conditions.
19. In the event of any hiring being cancelled by SOAR, any fee paid to us will be refunded to the hirer, but SOAR shall not be held liable or required to pay compensation for any loss sustained as a result of, or in any way arising out of, the cancellation of the booking.
20. SOAR shall not be liable for any loss due to breakdown of machinery, fire, failure of supply of electricity, leakage of water or gas, Government restrictions or other external events beyond its control which may cause either the building or the hired premises to be temporarily closed, or the hiring to be interrupted or cancelled.
21. SOAR will not be liable for the theft, loss or damage to any property brought onto the premises by the hirer or any third party. This includes vehicles and possessions left in the bicycle stands and disabled parking area.