**BOOKING REQUESTS**

PECDT hires out meeting rooms in The Qube subject to availability. To request a booking, please phone 020 8443 3858 or email [roomhire@pondersend.org.uk](mailto:roomhire@pondersend.org.ukm) to do so in person by appointment during normal office hours.

**All bookings must be made on line using our Booking Request Form. By completing this form, you agree to these Terms and Conditions.**

We can give you copies on paper or by email or you can get copies from our website:-[http//:www.pondersend.org.uk](http://www.pondersendcommunity.btik.com/) We reserve the right to vary these Terms and Conditions at any time. We will notify you of any changes that may affect your booking(s).

We require the name and address of the person who will be responsible for the booking and for complying with these Terms and Conditions.

Subject to the availability of the rooms, when we have received a Booking Request Form from you, we will confirm your booking via email. Your booking is not valid until you receive an email from us.

For reasons of safety, you must confirm the number of people attending your event at the time you make the booking. The maximum limits are 80 people for the Qube.

**RESERVATIONS and PROVISIONAL BOOKINGS**

we will allow a period of twenty-four hours from the time we let you know that a room is available to our receiving your completed booking form. During that time, we will not hire the room to another user. After that time, we will apply our normal policy of first come, first served.

**ROOM HIRE CHARGES**

Our charges are listed at the end of these terms and conditions. We reserve the right to vary these charges as necessary. We hire out rooms by the hour, working day or half-day, by agreement made in advance. We will consider negotiating alternative charges for regular customers for repeat and long-term bookings. Please ask us for details.

**BOOKING TIMES**

We will let you know of any other bookings in the rooms before or after your event. You must vacate the room immediately if others have booked it.

If your event overruns, we reserve the right to make additional charges for the additional time and for any inconvenience caused to us.

We hire out the rooms between 8.00 am and 10.30 pm, including weekends and public holidays. Exceptionally, we will consider allowing music until 10.30 pm. The rooms and common areas must all be completely vacated by 11.00 pm. (9pm Vincent House, meeting room 1)

**PAYMENTS**

We will agree payment terms with you at the time of booking. You may pay by cheque, in cash, through BACS or CHAPS, or, at our discretion, by invoice. Invoices are payable on demand.

Full payment and your returnable deposit is required 14 days before your event.

We may use the deposit to offset any cancellation charges or any damage, loss or cleaning charges resulting from your use of the Meeting Rooms.

**LICENCES**

You are responsible for having any licences required for your planned activities.

**FREE USE, SPECIAL REQUESTS and DISCOUNTS**

Free bookings may be granted at the discretion of PECDT

Local community groups and not-for-profit groups may be eligible for discounts if they are based in and work in Ponders End and have an annual turnover less than £50,000.

We will consider exceptional requests for concessionary rates. Please ask us for details.

**CANCELLED BOOKINGS**

Unless agreed otherwise, we will apply a **cancellation charge** as a percentage of the total booking charge as follows:

Four and five working days

before the day of the booking: 50%

Up to three working days before  
the day of the booking 80%

On the day of the booking: 100%

For cancellations of bookings made using free allocations, we will apply these rates pro rata in hours to the current or next agreed allocation.

If the room you have booked cannot be used for your event, our liability to you is limited to the value of any booking fee and/or deposit already paid by you for that event. This condition does not affect your statutory rights.

Should we become aware of any circumstance likely to prevent your event taking place in the room you have booked, we will give you as much notice of this as we reasonably can.

**SETTING UP and CLEARING UP**

You may arrange the room as you wish, provided that emergency exits are fully accessible at all times. Please ask us about any other items of equipment you may need for your event.

There are no facilities in The Qube to store your equipment or belongings. Anything you leave is entirely at your own risk. Neither PECDT nor any other party in The Qube can accept responsibility for any belongings left anywhere in the building.

You may arrive early to set up the room, at our discretion, depending on other bookings and if no-one else is using the room. If you ask PECDT to set up the room for you, we will charge extra, depending on the work involved, with a minimum charge of fifteen pounds (£15.00).

At the end of your booking, you are responsible for leaving the room in the same condition in which you found it, in a clean and tidy condition, removing any personal belongings, unwanted goods and refuse.

If PECDT has to clean and tidy the room after your booking, we will make a minimum extra charge of thirty five pounds (£35.00).

**REFRESHMENTS AND CATERING**

All arrangements for refreshments, food and drink must be agreed with PECDT when you book the room..

There is a small kitchen area to prepare refreshments such as drinks and light snacks.

This kitchen area must not to be used for any other kinds of catering preparation or cooking. Please leave it clean and tidy, and clean and put away any items you use.

. You may bring in your own food or use an external caterer, within reason and by prior agreement with us.

**ALCOHOL**

**With our prior written permission**, **you may bring in and consume your own alcohol in the Meeting Rooms.**

**You may not sell alcohol in the building in any circumstances.**

**HEALTH AND SAFETY**

The Qube. All visitors must sign in.

Smoking is not permitted anywhere in the building or grounds.

Please observe fire and safety regulations and procedures. Make yourself familiar with emergency exits. In the event of a fire, staff will help to evacuate everyone from the building to the assembly point.

You are responsible for ensuring that all electrical and additional equipment you bring into the premises complies with statutory standards. You bring all belongings to The Qube entirely at your own risk.

**OTHER FACILITIES**

The Qube is accessible to wheel chair users. There is a ramp to the main entrance You can set down and pick up in Eagle House Car Park behind The Qube. Please ask us in advance if you need to use these facilities.

Eagle House Car Park is a pay and display there is no free parking for The Qube except for after 6.30pm and on Sunday when all parking is free.

Please ask us about parking nearby.

Use of the lavatories, including one for people with disabilities, is shared with others in the building.

**RESPONSIBLE USE**

You are responsible for the safe and orderly conduct of your party, staff, contractors, agents and guests and for ensuring that they do not disturb, obstruct or interfere with other occupants in the premises.

Please do not cause disturbances areas that you have not hired. No loud music, singing, shouting or other noise is permitted before the hours of 9.00am and after the hour of to 10.00 pm. Volume levels must be reasonable so as not to disturb our neighbours.

In the event of any disruption, PECDT reserves the right to cancel your booking, require you and your party to quit the premises and charge you the full cost including any deposit.

**SPONSORSHIP AND PUBLICITY MATERIAL**

If you publicise any activity being held in rooms you hire from us, you must display on it the full name and address of the organiser from whom further details of the event can be obtained.

Posters and banners **may NOT be fixed** to the outside of the building.

Notices within the building may be placed at our sole discretion and with our express permission.

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PECDT 21st June 2016

p.t.o. for our current rates

**Current Rates**

**2024**

###### Room Hire Rates

A £17.50ph for local community groups/charities.

B £27.50ph for all other community groups.

C £40.00ph for private (non commercial) use.

D £32.50ph for small local (Ponders End) businesses.

E £45ph for all other statutory or commercial organisations.

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We will charge you the full replacement cost for any losses, damages and breakages, including kitchen equipment and fixtures, tables, chairs, flip-chart stands, room dividers, walls, floors, carpets, ceilings, lights, windows, blinds, doors, decorations, whether in the room or in common areas.

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| **We reserve the right to require from you payment in full in advance and the payment of a returnable deposit of an amount to be set at our discretion, usually £150.00 We may use such payment and deposit without notice to offset any cancellation charges, any losses, damages, breakages, cleaning charges, setting up and clearing up charges resulting from your use of the Rooms.** |