

Cathedral View Booking Terms and Conditions

These conditions form the agreement between the hirer of the facilities and The Passage Trading Services Ltd. All conditions will apply unless written agreement is sought with the person responsible for taking the booking request.

Hirer

1. The person(s), corporate body or charity making the application for the hire of any facilities from The Passage will be deemed to be the hirer throughout these conditions.
2. Additional charges for equipment hire may be incurred and will be at the discretion of the person responsible for taking the booking request.

Application

3. Application for the hire of the facilities must be confirmed by the completion of the booking form.
4. Bookings can only be confirmed by the person responsible for taking the booking request and approving it, The Venue Manager.

Payments

5. Payment for hire will be invoiced on confirmation of your booking and payment will be expected within 15 days of invoice date (unless agreed in writing).
Where a booking takes place within 15 days of the payment period, we would require full payment of cleared funds at least 3 working days prior to the event.
6. Payment must be made by either BACS or credit card. Cheque payments will only be taken if time for clearance allows - this can take up to 7 working days. We will confirm at time of confirmation the best option available.

Cancellations

7. Should the hirer cancel a booking, the following cancellation charges will apply:
Within 10 working days of the booking date, the hirer will be liable to pay 100% of the original hire fee.
Within 10 - 21 days, the hirer shall be liable to pay for 50% of the original hire fee.
Within 21 - 30 days, 10% of the original hire fee.
30 days & above, no cancellation fee will apply.
8. The Passage reserve the rights to;

Refuse the application for hire without giving any reason for such refusal.

Refuse the application for hire in line with our ethical screening policy.

Close or prohibit the use of any of its facilities at any time. Should The Passage cancel a booking, all monies paid will be refunded. However The Passage will not be liable for any other expenditure incurred, or loss sustained directly or indirectly by the hirer arising from the cancellation.

Control and Conduct

9. The hirer will at all times be responsible for the control and conduct of their party.
10. Any person or group behaving in a disorderly manner will be expelled from the building by a member of The Passage staff.

11. The hirer will co-operate with The Passage staff in all matters of public safety and control.
12. It is the duty of the hirer to familiarise themselves with the emergency procedures for the building and to communicate these with their group. The emergency procedures are outlined in the welcome pack which will be issued on arrival.

The Passage Employees, Volunteers and Clients

13. The hirer shall comply with all reasonable request of the duly authorised employees of The Passage during the period of hire.
14. Hirers should acknowledge and be sensitive to The Passages service user group.

Timings

15. The event for which any part of the facilities is hired should commence at and finish at the time agreed between the hirer and the Venue Manager, such time being stated on the application form. This should include entry and exit to and from the facilities. Should the hire extend beyond the agreed hours, the hirer will be liable to pay for extra the usage. This will be charged at the standard rate and will not be subject to any discounts previously applied.

Damage

16. Should damage beyond reasonable wear and tear be caused as a result of the hiring group, the hirer or organisation they represent shall be responsible for, and pay to The Passage on demand, the amount of any damage done to the facilities. The hirer shall have the right to an independent assessment of the amount of such damage, at their own cost.

Insurance

17. Passage Trading Services Ltd will not be responsible for any injury that may be incurred by any person during the holding of a function arising from the actions of any individual outside of its control or arising from a failure to adhere to rules set out by the venue.

Premises

18. The hirer shall ensure that the premise are cleared of members of the public and left in a tidy and orderly condition at the end of the period of hire.
19. No alterations, additions or fittings for apparatus, equipment or decoration shall be carried out without prior permission.

Liability

20. The Passage, Chief Executive, Senior Management and staff will not under any circumstances accept responsibility or liability;
 - a) For any damage or loss of any property or articted places or left within the entirety of the venue.
 - b) For any accident or injury that may be incurred by any person during the holding of a function arising from the actions of any individual outside of its control or arising from a failure to adhere to rules set out by the venue.