

Conditions of Use and Hire

1. Venue

- a) In all correspondence, advertising, and publicity, users must refer to the venue as the Lewes Subud Centre, 26a Station Street, Lewes, East Sussex BN7 2DB.
- b) The Lewes Subud Centre is a No Smoking venue.
- c) The Lewes Subud Centre has a maximum overall capacity of 120 persons at any one time; the lower hall has a capacity of 60 persons at any one time.
- d) Access to the Lewes Subud Centre is via the pathway; it should be noted that the driveway is the property of the White Hart Hotel.

2. Regulations

- a) All users are bound by the regulations governing the use of the accommodation, which are deemed to be incorporated in these conditions.
- b) The Lewes Subud Centre may refuse any application to use the Centre's facilities.
- c) The Lewes Subud Centre does not have a liquor license and so alcohol cannot be sold at the Centre.

3. Booking Procedure and Payment of Charges

- a) Bookings can be made using the Booking Request Form. Any bookings made via telephone or in person must be confirmed in writing or by email.
- b) Provisional bookings must be confirmed at least 28 days prior to the date of hire.
- c) The Hire Agreement must be signed and returned before the first hiring of the Centre.
- d) Time booked must include any setting up and packing away time.
- e) Payment is due in advance.
- f) A returnable deposit of £300 is required for receptions, adult parties and any events where accidental damage is likely.
- g) Fees are reviewed annually. Where there is an increase in charges any booking that is for a date or dates later than the date on which the revised charges come into effect will be charged at the new rate.
- h) Continuous regular hirers can book up to one year in advance.
- i) Bookings taken at short notice, after the invoices for that month have been processed, will be invoiced in arrears for those times.
- j) There is a £20 returnable key deposit, payable separately to any billable charges.

All hirers for continuous regular bookings must renew their bookings by email or in writing to ensure availability of space. These will be treated on a first come first served basis and it is not the Lewes Subud Centre's responsibility to instigate reservations on behalf of any hirer.

4. Cancellation by the Hirer

For cancellations made prior to 28 days before the date of hire, any prepayment will be returned in full. Cancellations 28 – 15 days prior to the date of hire shall be charged a 30% cancellation fee. Notice of cancellation given within 14 days or less shall be charged at the full fee.

Cancellation Period	Amount Due
14 days or less	Full amount
28 – 15 days	30% cancellation fee
29 days or more	No charge – any deposit or pre-payment is refunded
Optional Charge	£20 Administration Charge

Lewes Subud Centre

Lewes Subud Centre • 26a Station Street, Lewes BN7 2DB • 07977480467 •
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5. Cancellation by the Lewes Subud Centre

The Lewes Subud Centre will accept the booking on the basis of the information supplied by the Hirer.

- a) Should any of the information as to proposed use, maximum numbers of people or any relevant factor which was taken into account by the Lewes Subud Centre in considering the application for hire, be found not to be correct in all respects, then the Lewes Subud Centre reserves the right to cancel the booking.
- b) If for reasons beyond the Centre's control, the Lewes Subud Centre is unable to provide the facilities on the hire date, then the Lewes Subud Centre shall cancel the booking, all hire charges shall be refunded, and that shall be the extent of the Centre's liability.
- c) Bookings will be cancelled if the hirer continually disregards the Conditions of Use and Hire or the reasonable requests of the Centre relating to any such issues.
- d) Bookings will be cancelled where the hirer has outstanding unpaid invoices of more than 60 days.
- e) The Lewes Subud Centre reserves the right to cancel any booking at any time, giving as much notice to the Hirer as possible.

6. Purpose of Hire and Sub-Letting

- a) The Hirer is not permitted to sub-hire or assign use of any part of the premises, nor is the hirer permitted to use any part of the premises not included in the hire agreement.
- b) The room marked PRIVATE is not open for use by the public. It is a private sitting room for Subud and not to be used by hirers or participants at any time.
- c) Alcohol can only be brought on the premises when consumed with food.
- d) All arrangements for the use of the Centre's facilities are subject to the Lewes Subud Centre reserving the right to cancel or re-schedule bookings if the premises are required for use in Emergency Civil procedures.
- e) All tables and chairs must be returned to their original location at the end of the hire period. The Lower Hall chairs are to be spread evenly around the edge of the room; the Upper Hall folding chairs are to be stacked neatly in the foyer area; the large blue tables are to be stored in the attic.
- f) In the case of food and drinks being served at a party or function, the carpets must be rolled up.

7. Personal Injury

- a) The Lewes Subud Centre accepts no liability for injuries sustained through unauthorised use of any facility or equipment in all areas of the premises. All users should ensure that they follow guidelines, restrictions or instructions given, either verbally or in writing when using all areas of the Lewes Subud Centre.
- b) The cost of making good any damage caused by a breach of the Conditions for Use and Hire shall be determined by the Lewes Subud Centre, whose decision shall be final and such costs shall be payable by the Hirer within 14 days of being sent a written demand for payment.

8. Health and Safety

Hirers shall be responsible for the safety of all persons taking part in their activities when using the Centre.

Where necessary it is the Hirer's responsibility to be covered by Public Liability Insurance.

Where Hirers are running classes for members of the public they must send copies of their own professional Insurance to the Booking Manager.

9. Loss of or damage to Hirers' property

The Lewes Subud Centre accepts no liability for loss of, or damage to, the Hirers' property or equipment within all areas of the premises. All users should ensure that they follow guidelines, restrictions or instructions given, either verbally or in writing when using the Centre and in all areas of the premises.

10. Exits and entrances

- a) All emergency exits shall be kept permanently unobstructed during the period of hire and the Hirer shall not lock or block any other entrances or exits to the Lewes Subud Centre (internal or external). Emergency exits are to be used only in emergencies.
- b) The main entrance must remain closed during the period of hire. The Hirer must let clients in by pressing the unlock key on the intercom handset in the room that is being hired.