



Elizabeth House

Cookham's centre for the over 60s

Station Hill, Cookham, Berkshire SL6 9BS
Tel: 01628 527621/819224
Email: admin@elizabethhousecookham.org

CONDITIONS OF HIRE

1. All applications must be made in writing. The person whose name appears on the contact will be considered the Hirer.
2. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring into the premises anything that may endanger either people or the fabric of the building. **Smoking is prohibited in Elizabeth House.**
3. Elizabeth House reserves the right to refuse or cancel a letting. However, we will endeavour to provide as much notice as possible.
4. The Hirer may cancel a booking, and provided 24 hours' notice is given to Elizabeth House, any prepaid booking fee will be refunded or carried over to another session.
5. The Hirer shall, during the period of the hiring, be responsible for the supervision and care of the premises, the fabric and the contents and liable for any loss or damage. All damage and breakages must be reported to Elizabeth House within 24 hours and will be charged at the full replacement cost.
6. The Hirer is responsible for leaving Elizabeth House in a clean and tidy state after use.
7. The Hirer is also responsible for the behaviour of all persons using the premises in whatever capacity and for the proper supervision of car parking arrangements so as to avoid obstruction of the highway. We recommend that the public car park next door is used on weekdays between 9am and 3pm.
8. Elizabeth House shall not be responsible for any loss or damage arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire etc which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.

9. All furniture or equipment brought into the premises by the Hirer must be removed at the end of the period of hire and there shall be no storage of furniture or equipment on the premises without prior agreement from Elizabeth House.
10. Elizabeth House shall not be responsible for any property belonging to the Hirer whilst on the premises.
11. No additional light fitting or electrical appliance beyond those provided shall be used without the consent of Elizabeth House, nor shall there be any interference to those provided.
12. No annoyance, inconvenience or disturbance should be caused to any other hirer or occupier of adjacent premises or any member of the public.
13. No nail or fastening shall be driven or put into the wall, floor furniture or fittings of the premises inside or outside the building.
14. Placards, posters or notices may not be displayed on or near the premises unless Elizabeth House gives prior approval on each occasion.
15. The premises are not licensed for the consumption of alcohol. If alcohol is brought in and consumed on the premises, then approval must be sought from Elizabeth House at the time of booking and in NO circumstances shall alcohol be SOLD on the premises.
16. Furniture – including the piano – must not be moved without prior permission from Elizabeth House. Should permission be granted, then the Hirer shall return such furniture to its original position.
17. The Hirer shall vacate the premises at the time agreed on their original booking.
18. The Hirer must collect and sign for the key from Elizabeth House between the hours of 9am to 3pm Monday to Friday and return it in the letterbox outside when they have locked the door at the end of the booking.