

West Harton Churches Action Station Limited

Boldon Lane, South Shields, Tyne & Wear, NE34 0LZ
(Next to Boldon Lane Library)
Tel: 0191 4558122. E-mail keith.hardy@actionstation.org.uk
Website: www.actionstation.org.uk

Room Hire

Standard Terms and Conditions

1. We reserve the right to terminate future bookings if meetings or activities result in damage to property or cause disturbance or disruption to the centre and other users.
2. For bookings outside of normal building opening hours there may be an additional charge to provide staff cover to open the building.
3. All invoices will be calculated within the scale found in our hire charge document. All bookings must start and end at the agreed time or may be subject to additional charges being incurred.
4. In the event of a non-arrival or cancellation within four working days of the event the full booking costs will be charged.
5. We do not accept liability for the loss or damage to personal effects belonging to the hirer, their delegates, staff or visitors.
6. The hirer will be liable for all and any damage caused to any room, facility, furniture or equipment caused by acts or omissions of their delegates, staff or visitors.
7. The hirer, their delegates, staff and visitors are required to comply with all health & safety, fire and general instructions issued. The centre is a no smoking building.
8. Where the hirer requests the use of ICT equipment they must accept that memory sticks and/or other devices cannot be used without the permission of the centre.
9. Catering requests should be made at the time of the room booking, a booking form is provided.
10. We ask that the hirer ensures that an adult supervises any children attending their booking at all times.