



Berks & Bucks FA Ltd Meeting & Conference Rooms Terms & Conditions

Bookings & Confirmation

A booking request may be made on the Berks & Bucks FA Ltd form or by post, email or by phone. Berks & Bucks FA Ltd will confirm a booking request by issuing a Hire Agreement to be signed and returned by the hirer with the full fee. The hirer should not make any announcement regarding the use of the premises until a receipt for the fee is issued. The hirer is not permitted to transfer a booking or make a sub-booking. Berks & Bucks FA Ltd reserves the right to refuse to accept a booking request.

Charges & Payments

Hire charges will be agreed between the hirer and Berks & Bucks FA Ltd. For single events, the hirer should pay the full fee no later than 7 working days before the event. The hirer is liable for any additional expense incurred by Berks & Bucks FA Ltd if the event overruns the hire time. Berks & Bucks FA may waive the requirement for the hirer to pay fees in advance. Where appropriate, Berks & Bucks FA will issue an invoice with payment terms of 30 days for the full amount due after the hire.

Cancellations

Cancellation by the hirer: any amendments or cancellation must be notified in writing no later than 48 hours before the booking date and late cancellation will incur charges as follows:

3 days before the booking 75% fee
Less than 24 hours the full rate will apply.

Berks & Bucks FA may cancel the booking at any time and will provide a full refund without further liability.

Damage

The hirer is responsible for any damage to the premises, fixtures, fittings, furniture or equipment caused by the hirer or their guests. The attachment of notices, decorations or any other loose articles to walls, floors, ceilings, doors or windows is not permitted without the prior consent of Berks & Bucks FA Ltd. The hirer shall leave the premises in a clean and tidy state.

Health and Safety

1. The Hirer shall comply with all statutory requirements with regard to Fire and Health & Safety in all aspects of their activities. Copies of the Berks & Bucks FA Health and Safety policy are available on request.
2. Items must not be placed in gangways or exits, passages or corridors or in front of any emergency exit.
3. Flammable substances shall not be brought into or used in any part of the Premises.
4. No unauthorised heating or electrical appliances shall be used on the Premises.
5. Fire-fighting apparatus shall be left in its proper place and only used for its intended purpose.
6. The Fire Brigade shall be called out to any outbreak of fire using the 999 system however slight, and details of the occurrence shall be given to immediately to an authorised member of staff from the Berks & Bucks Football Association.
7. The First Aid Box & Defibrillator shall be readily available to all users on the Premises. The Berks & Bucks Football Association must be informed of any accident or injury or near-miss occurring on the Premises howsoever caused.

Catering

Only food and refreshments provided by the Berks & Bucks Football Association or their agents can be consumed on the premises.

No Smoking

The Berks & Bucks Football Association operates a 'No Smoking Policy' in its buildings.

Accessibility

All our meeting rooms are on the 1st floor, accessible to disabled visitors by Stair platform lift. A disabled toilet is located on the 1st floor.

Car Parking

No vehicles shall be parked in such a way so as to cause an obstruction to Berks & Bucks Football Association or surrounding businesses. Clear access must be left to the buildings for any emergency service vehicle. Please only park in the marked bays. Berks & Bucks FA has access to 25 parking spaces.

Security

Berks & Bucks FA Ltd will not permit the premises to be used for any illegal, immoral or dangerous purposes, or for any events that may cause disorder, offence or controversy in the community. Berks & Bucks FA Ltd will not be liable for any loss or damage to the property of the hirer or hirer's guests. All vehicles and property are left in the car park entirely at owners' risk.

IT & IT Security

Berks & Bucks Football Association cannot accept the installation of any other organisation's software, or the connection of any other organisation's storage devices (e.g. disks, USB drives, etc), to any of its computers/laptops.

Berks & Bucks FA Ltd cannot be held responsible in the event of any hirer's IT equipment failing to be compatible with the audio visual system.