

Terms and Conditions for Arrows Elite gym hire

Conditions of Hire

We accept your booking for our gym when you agree to our conditions of hire set out below:

- The person making the booking is the person who will be held responsible for the conduct of the guests and condition of the gym.
- The gym will be opened and closed by the venue host who will attend the hall at the start and end of your booking, unless agreed otherwise.

Times of use:

- Start time, our venue host will wait up to 15 minutes for your arrival unless they are informed about any lateness. After this point the venue host will reserve the right not to allow you entry.
- The premises must be vacated by the end of your booking time. Failure to leave the premises by the booked time will lead to a £15 charge for every 30 minutes after the end time.
- Gym hire is charged hourly, so any time booked which exceeds a full hour will be charged at the hourly rate for the next hour.

Gym usage/hirer conduct:

When exiting and entering the venue, attendees should behave in a quiet and orderly manner so as not to disturb the neighbouring businesses.

The hirer (named on the booking form) is responsible for the conduct of all the function's attendees – this relates to:

- All costs incurred due to lost hire income or cleaning charges because of the gym not being left in a clean condition.
- Reporting any damages caused during the event/function is the hirer's responsibility, the hirer will be held responsible if the damage has occurred during the period of hire, which will incur damage costs.
- Ensuring that rubbish is disposed of using the bins provided.
- Leaving the premises clean and tidy including equipment, which should be put back where it was found.
- Arriving and leaving at the times specified on the booking form.
- Ensuring that alcohol is not consumed on the premises.
- Ensuring that attendees have left the building by the end of the hire period.
- Ensuring any attendees under 18 are always supervised by someone over 18. The hirer is responsible for the safety and wellbeing of all attendees and we ask that you are particularly careful where children are involved.
- Smoking within the building or directly in front of the premises entrance/exit is prohibited.
- No candles allowed for fire safety purposes.
- We will draw your attention to fire safety procedures including the assembly point and please take note of how to evacuate in the event of a fire. You will need to assign a buddy for anyone with

disability that would need help in case of emergence to escape. You are responsible for H&S of your guests.

- All accidents or injuries must be reported to the venue host within 48 hours on 07970 461 465
- The Hall Host will show you where the first aid box is located.
- Hiring organisations must have public liability insurance and we will ask to see this where relevant.
- You must not exceed the person limit agreed for your booking/activities.

Payments and deposits

- **Your booking is only confirmed once paid in full.**
- Payments for hire must be made **3 days** in advance.
- Should the booking time become unavailable, through no fault of the hirer, then Arrows Elite Ltd will refund any monies the hirer has paid.
- All monies should be payable to Arrows Elite Ltd
- We will provide you with a full refund if you cancel up to 7 days before your event, but we cannot accept the cancellation after this period. We reserve the right to cancel or terminate a booking if you break our hire conditions or compromise the security of our halls.
- In the event of any damages occurring during the event/function, the hirer agrees to pay any repair costs.