**Terms and conditions**

**Provisional bookings**

To make a booking, the booker must fill out the form as seen on the Selby Trust Website under the venue hire section. This is via our third party software Skedda which we use to make bookings.

In this process, you must answer all mandatory fields, and provide information accurate for your event and for the representation of yourself and/or organisation.

The Selby Trust reserves the right to refuse any applications or requests for hiring any space without justification. Bookings will be refused to bookers under the age of 18 through age verification in Skedda.

Applications will be accepted only if the nature of the function is considered appropriate by the Selby Trust, and that guests will not behave in a way which may or will constitute in a breach of law, cause nuisance, or be an infringement of any license held by the Selby Trust. The booker therefore ensures that the event will not be conducted and whereby guests will not behave in a way which may or will constitute in a breach of law, cause nuisance, or be an infringement of any license held by the Selby Trust.

It is the responsibility of the booker to ensure that details on the booking form (and/or subsequent follow up information which may be sent to Selby Trust staff) are correct before submitting the booking request, and to ensure the booker understands the terms and conditions before accepting them. If the event booker does not understand any of the terms and conditions or wants further clarification, they can get in contact with Selby Trust staff in writing via reception@selbytrust.co.uk

If the event hirer is a charity, it is the responsibility of the hiring group/charity/organisation to provide proof where necessary.

Permission must be obtained by the booker and approved by Selby Trust staff in the instance of the event including any animal, fish or bird, on the venue premises. This condition does not apply to a guide dog accompanying a visually or hearing impaired person.

Any compliant made regarding the booking by the booker must be sent in writing to the Selby Trust within five working days of the matter complained of.

**Capacity**The hirer shall not permit more than the maximum number of people specified to be in any room at any time. The hirer must declare at the earliest opportunity the purpose and maximum attendance of the room/s and its application, used for that purpose only.

On being warned that the maximum capacity for your event or function has been exceeded, you must make every effort to rectify this. Failure to do so will lead to the immediate cessation of your event, with no refund forthcoming and the loss of the deposit.

The current capacity for our rooms has changed in line with government guidance on covid-19. This may be updated regularly, and in doing so, we advise the booker to check government guidance and our website regularly for more information.

**Hire charges**

Hire charges are as set out on our website.

All hire charges and payments are set out and required in pound sterling.

**Invoices**Once your booking has been approved by Selby Trust staff, you will be invoiced for the booking.

**Cancellation policy**The Selby Trust reserve the right to cancel any booking. Due to Covid-19 restrictions, a minimum of 7 working days’ notice will be given in the event of a cancellation by the Selby Trust.

With current Covid-19 restrictions, cancellations by the hirer within 10 working days prior to the booking are liable to a 100% cancellation fee. Cancellation in writing by the hirer, more than 7 working days prior to the booking, is not subject to any cancellation fee or charges.

Any cancellations by the hirer must be made in writing - this can be via email to reception@selbytrust.co.uk or post to Reception services, Selby Centre, Selby Road, N17 8JL

Selby Trust reserve the rights to cancel any booking where the booker does not respect the core values of the Selby Trust at any point.

**Deposit**
A refundable deposit of £200.00 is chargeable for all bookings made with rooms and facilities at the Selby Centre, and held against cancellations of date, any damage, over running bookings, or leaving premises in an unsatisfactory condition.

**Timings**

Changing the time/date of booking
In line with current Covid-19 restrictions, a request for a change of time or date to an existing booking must be requested in writing in excess of 10 working days prior to the booking.

Overtime
**The Selby Trust reserves the right to make additional charges for bookings commencing before the start date and time, or running beyond the agreed end date and time.**

The Selby Trust also reserves the right to charge additional fees to the booker where late evening events overrun – should this mean Selby Trust staff are unable to make their journey home using reasonable methods.

**Insurance – to edit**I hereby:

Apply for permission to use the before mentioned accommodation and other facilities as set out via the booking process, with it being understood that if such permission be granted it will be subject to the terms and conditions made by Selby Trust in relation to the use of such premises, which I have received. Also, that such permission will be effective only so long as such regulations and conditions are duly observed and performed throughout the function. I also agree to observe the aims and objectives of the Selby Centre.

I hereby undertake and agree with the Selby Trust to perform and observe the said regulations and conditions should permission be granted.

The Selby Trust has effected a policy of insurance in respect of the use of the before mentioned accommodation which subject to its terms and conditions applies, inter alias, to:

1. The legal liability of the hirer in respect of claims by Third Parties for injury or damage occurring during and in direct connection with the event for which the booker has permission to use the premises up to a limit of 2250.00 in respect of any one incident.
2. The contractual liability of the booker for accidental damage to the premises and the contents of the property of the Selby Trust in accordance with the regulations and conditions for the use of the premises up to a limit of £250.00 in respect of any one incident, with the excess of £50 for each and every claim. Provided that immediate notice in writing shall be given to the Director and Centre Manager, Selby Centre, Selby Road, Tottenham, London, N17 8JL, of any accident, damage or proceedings and that no repudiation of liability negotiation or admission of liability shall be made to any third party.

I, the booker, hereby agree to indemnify and keep the indemnified the Selby Trust from and against all loss, damage, cost, claims, demands, expenses or charges which the Selby Trust may sustain or occur in respect of any matter arising out of the use of the accommodation or the conditions relating thereto insofar as the same are not covered by the said policy of insurance effected by the Selby Trust or the obligation to give notice if any accident, damage or proceedings as aforesaid are not fulfilled by the booker and to pay the Selby Trust at its offices on demand all such sums as may be payable reason of this indemnity

**Damage**Alterations to space:
Alterations are not to be made to the appearance of the event space without the prior agreement of Selby Trust staff. Affixing to walls and surfaces is not permitted. Selby Trust staff reserve the right to remove unauthorised items, and charge a cost for any damage if incurred.

Any use of temporary external or internal structures for any booking, shall be subject to the approval of Selby Trust management and agreed in advance of the booking. The booker should also remain aware that certain temporary structures may be subject to an inspection by a building control officer and/or council officers.

Cleanliness:
The hirer must leave the premises which have been hired in a clean and tidy condition. Any form of decoration which has been approved by Selby Trust staff for the purpose of the event function must be removed at the time of the event ending.

Failure to leave the room in a tidy condition will result in your deposit being withheld and where necessary a cleaning surcharge of £200 being raised by the Selby Trust.

Guest behaviour:
The event booker is responsible for ensuring good behaviour throughout the event

Loss of equipment:
Any Equipment that we provide as part of the booking must be returned by the Hirer in good condition (fair wear and tear, excepted) and in a clean condition together with all insurance policies, licences, and other documents.

Equipment that is returned in a damaged, unclean, and/or defective state except where due to fair wear and tear and/or an inherent fault in the Equipment, the Hirer will be liable to pay the Owner for the cost of any repair, and/or cleaning required to return the Equipment to a condition fit for re-hire and to pay the Charges.

Any damages or loss of equipment caused that may exceed the value of our deposit will result in you being billed, and asked to pay within a time given by the Selby Trust administration.

Noise:
The hirer, their staff, agents or visitors must not make or permit any noise to be made that may interfere with the use of other rooms within the Selby Centre by other hirers, members of staff, our licensees or local neighbours.

The performance of live or broadcasted music or audio at any event function must cease at the time which has been agreed with Selby Trust staff.

When leaving the Selby Centre site, event attendees are expected to leave the site and pass through the surrounding area in an orderly and respectable manner. This particularly is the case if the booking is taking place late in the evening.

**Signing in and out procedure**The booker for the event/space in which they have booked must sign in and make themselves known to Selby Trust reception staff on arrival. Any documentation required as proof as part of the terms and conditions of individual bookings must be shown to reception staff if requested.

In the event of a fire or emergency, all attendees of the function/event must comply with instructions by authorised Selby Trust staff and/or emergency services. If directed, attendees must evacuate the venue and go to the designated meeting point where persons can be accounted for.

In the case of evacuation at the Selby Centre, leave the building via the nearest exit. Close all doors behind you, and report to the assembly point in the Selby Centre car park. Do not take any risks when evacuating the premises, and do not return to the premises unless it is safe to do so and you have been instructed that this is possible by an authorised Selby Trust staff member.

**Catering**

Food purchased from sources other than through the Selby Trust and our local partners must not be consumed on the premises. However, if you have a particular request or dietary need, special permission can been obtained by the Selby Trust Reception and Information officer for alternative choices.

**Equipment**

Candles, tea lights or naked flames are not permitted to be used in any event/function unless special arrangements which have been requested by the event organiser have been approved by Selby Trust management.

No confetti, fireworks, which includes indoor fireworks, pyrotechnics or smoke machines may be used in any event.

**Photography/Videography**
No professional filming or photography in the building without prior permission obtained from us at Selby Trust. Amateur/personal is fine as long as you have consent from those in photos.

Please note this does not include online video-conferencing that can form part of the function in which you are booking - which is acceptable.

The event organiser and customers must not use the Selby Trust logo in advertising and publicity for the event/booking without the written approval from Selby Trust. Any advertising for the event/booking must not imply that this is endorsed or organised by Selby Trust without the written approval of Selby Trust staff.

The booker shall also not promote an event/function before booking details have been confirmed and finalised with agreement from Selby Trust staff.

**Smoking policy**The Selby Trust operates a no smoking policy in all rooms, in compliance with current government legislation. This also includes e-cigarettes.

**Alcohol (party only)**You are not allowed to sell alcohol on Selby Centre premises. This is because there is no license to sell. The Selby Centre runs its own bar facility. Normal opening hours apply, except on Fridays and Saturdays where there is an extension until 12.30am, providing both food and entertainment which is provided from 11pm to 12.30am.

Further, no alcohol is permitted to be brought onto site, except for weddings and christening functions only, where there will be a corkage fee of £300.00. Corkage fee for Meeting Rooms will be £100.00. The corkage fee as stated above allows weddings and christenings to bring alcohol on site during the function.

Any person found to be selling or consuming alcohol on premises without the proper authorisation will be asked to leave immediately – also, the function will cease, no refund will be forthcoming, and your deposit will be withheld.

Hirers are also reminded that it is an offence to sell alcohol without a license. In doing so, you are liable for prosecution.

**Door Supervisors (party only)**From 1st October 1996, door supervisors (sometimes known as bouncers), must be registered with the local authority. If you intend to employ door supervisors, you must send names, any registration number and identification to the Selby Trust staff, at least 21 days before the event or function.

Door supervisors cannot be employed unless they are registered with the local authority. If you require further information, please contact the Selby Trust staff at reception@selbytrust.co.uk

Penalties for failure to comply with the council’s scheme will result in the organiser being fined £5,000.00. Anyone working as a door supervisor can be fined up to £2,500.00.