



## Terms and Conditions

### 1. Premises Hire

To confirm your booking we require a completed Application to hire form and a minimum deposit of 50% of the hiring fee.

Any notice of cancellation, change of booking and/or times, must be given in writing, otherwise all hire charges will be payable.

Notice of cancellations once a booking has been confirmed:

- if notice of cancellation is given 12 weeks or more prior to the function date, 50%

of the deposit will be refunded.

- if cancellation is given within 12 weeks of the function date, no refund SHALL APPLY

### 2. Bar Facilities

The TYPBC is a fully licensed premise holding a Club On-Licence.

All drinks including wine, beer, spirits and non-alcoholic drinks must be purchased through the TYPBC bar. Hirers cannot bring in their own drinks or remove from the premises any drinks which they may have purchased.

Hirers will be charged for any glasses that are deliberately broken at a function.

All conditions of The Sale of Liquor Act (part VIII Section 151-172) must be adhered to by all persons on the premises. The Duty Manager can refuse entry & service to any person that does not comply with the Act.

### 3. Equipment Hired by the Hirer

Hirers are responsible for setting up any extra equipment for their function. Any hired equipment must be removed the day of hire.

Please note that all hired equipment is the responsibility of the hirer and the TYPBC is not responsible for any hired equipment or its return.

### 4. Cessation of Activities

Evening functions must cease no later than 12 midnight and the facility vacated as soon as possible after this time.

The Management of the TYPBC reserves the right to terminate any agreement pertaining to the hiring of the facility, for whatever reason, if at any stage they feel it is detrimental to the facility for the activity to continue. In these circumstances no refund will be given.

### 5. Decorations

No decorations are to be affixed in the facility without the approval of the TYPBC staff. The use of staples, blutak, sellotape or any other such products is forbidden.

If any decorations are fixed without approval a fee will be charged to cover the cost of repairing any damage.

It is the responsibility of the hirer to carefully remove any decorations on the day of the function.



#### 6. Alterations and/or Additions

The hirer shall not cause or permit the driving of nails screws or bolts into any part of the building or the interference with or alteration to the structure of the building or fittings in any way.

#### 7. Additional Power & Lighting

The hirer shall not install additional power or lighting in the Centre without the consent of the management.

#### 8. Sound Audio & Visual System

There is an in house PA system available if required and an in house stereo sound system available for back ground music only.

#### 9. Catering

A full kitchen facility is provided for all functions with attendant kitchen staff and waiting staff. Hirers are not permitted to bring in their own food other than a cake for a special occasion.

#### 10. Damage to Centre or Fixtures

Any damage to the facility or fixtures is to be notified immediately to the TYPBC staff, by the hirer, who will be held responsible for the full value of any such damage.

#### 11. Smoking

The inside of the building is totally SMOKEFREE! The outside areas can be used by smokers.

#### 12. Fire System

The building is fitted with smoke detectors and a fire alarm system. Smoke or dry ice machines are not to be used inside the building.

#### 13. Price Increases

Food and beverage prices may be altered at the discretion of the TYPBC at any time. Should this occur, updated price lists would be supplied to all hirers who have confirmed a booking at the facility.

