

# CRANHILL DEVELOPMENT TRUST

## ROOM HIRE TERMS AND CONDITION

### Invoicing

Invoices will be sent by email or printed upon request. If the invoice should go to someone other than yourself, it's very helpful if you can let us know at the time of booking. Payments can be made by bank transfer or by cash least 2 working days before the event. If payment is made by cheque this needs to be received at least 7 days before the event date. Cheques should be made payable to Cranhill Development Trust.

**Sort code:** 60-83-01  
**Account:** 20213165

### Further Information

- We can arrange all rooms to suite your needs. Tell us what you need when you get in touch. We are very flexible and will try and accommodate wherever possible.
- Please book the full time you think you'll need in the centre - including time to set up and tidy up.
- We can provide tea, coffee and snacks - payment by agreement. We have onsite caterers if you wish to book them just speak to a member of CDT team.
- Weekend and evening bookings are subject to a £5 per hour surcharge

### Terms and Conditions

1. Less than 14 days' notice of your cancellation you will be charged 50%.  
Less than 7 days' notice you will be liable for the full cost.  
All cancellations should be by email to [karolina@cranhilltdt.co.uk](mailto:karolina@cranhilltdt.co.uk) or in writing to our registered address  
109 Bellrock Street, Cranhill, Glasgow, G33 3HE
2. CDT reserves the right to terminate bookings for activities which we believe are discriminatory or bring the Trust into disrepute.  
  
All bookings from individuals must be paid in advance of the event. Bookings from organisations can be invoiced and should be paid within the terms stated on the invoice. We cannot accept card payments
3. Please make sure you leave the booked room(s) in the same state you found them, or we can organise a cleaner, additional charges will apply.
4. Please only use the rooms that you have booked and give yourself time to **set up and tidy up within your booked hours**.
5. When you hire a room, you are responsible for those using it. Please respect the Trust by making sure that all activities remain within the law. Children and young people should be supervised by parents, guardians or qualified staff at all times.
6. Make sure you have any special licenses or insurance arranged previous to your booking. Please check with us if you are unsure.  
  
No naked flames.  
  
No smoking (or e-cigarettes) anywhere in the building or within the grounds.
7. Any electrical equipment you bring in needs to be no older than 12 months old or have a PAT certificate sticker.
8. If anything is damaged beyond normal wear and tear please let us know. You will be liable to make good or cover the cost of repair if you or your guests/attendees have caused damage.

9. If you want to hire or borrow anything or need any equipment please ask us well in advance of the day of your booking.
10. If you want to store anything at the Trust please ask in advance of the booking, Charges may apply.
11. If you want to attach anything to the walls you must check with us first.
12. We will let you know the fire escape route and our procedures when you arrive, please let your guests/attendees know.
13. If we have to close in an emergency, we will let you know as soon as we can and help to re-arrange your booking or refund depending on the circumstances.
14. You agree to pay any costs for any of our equipment you book in advance or use on the day.
15. As a safe and welcoming space, we expect all users to:
  - Respect other people and to treat them equally
  - Be sensitive to the needs of others
  - Be friendly and helpful
16. We will not tolerate
  - Intimidation and harassment of any kind
  - Racism, sexism, homophobia and any other form of discrimination and prejudice
  - Violence or the threat of violence
  - The theft of other people's belongings

**By making a booking at Cranhill Development Trust, you agree to these terms and conditions. If you have any questions or concerns, please get in touch with us at [karolina@cranhilldt.org.uk](mailto:karolina@cranhilldt.org.uk)**

**CDT reserves the right to immediately terminate bookings that contravene these terms or allow these terms to be contravened.**

I hereby agree to adhere to the above terms and conditions .....

Witness signature on behalf of CDT.....

Room hire terms and conditions – updated March 2020