

## Terms & Conditions (The Pavilion) 2026

1. All new bookings must be agreed in writing by a member of CCDT staff. The booking is only confirmed when the CCDT has received and acknowledged the booking information requested by CCDT including a copy of THE HIRER's current professional insurance documents.
2. THE HIRER will be responsible for supervision of the premises, their care, safety from damage; or change of any sort and the behaviour of all persons using the premises whatever their capacity; including proper supervision of car parking arrangements. The hirer or person in charge of an activity shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activity. She/he shall not be engaged in any duties which prevent him/her from exercising general supervision. Fire evacuation is the responsibility of THE HIRER and the Fire Procedure should be actioned.
3. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission. The HIRER shall not exceed the maximum capacity numbers. The Pavilion Studio has a maximum capacity of 20 on yoga mats, 30 seated on chairs, or 40 standing.
4. The HIRER shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor. No alcohol is to be consumed by anyone under the age of 18 on the premises. THE HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
5. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and the Local Magistrates' Court or otherwise. Nothing shall be done which will endanger the users of the building or invalidate the policies of insurance relating to it and to its contents.

In particular: - Obstructions must not be placed in gangways or exits, which must be immediately available for free public egress; - The emergency lighting supply must be turned on during the whole time the premises are occupied and must illuminate all exit signs and routes ; - Firefighting apparatus shall be kept in its proper place and only used for its intended purpose; - The Fire Service shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Facilities Manager; - Performances involving danger to the public shall not be given; - Highly flammable substances shall not be brought into or used in any part of the premises. No unauthorised heating appliances shall be used on the premises; - The First Aid box shall be readily available to all users of the premises. It is in the storeroom cupboard and must be returned after use. - THE HIRER shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order and used in a safe manner.

6. THE HIRER must ensure that no food or drink (other than water) is consumed by customers in the Studio Space or Therapy Rooms. The only exception is reasonable personal consumption by the Hirer during the booked session.

7. THE HIRER shall indemnify CCDT for the cost of repair of any damage done to any part of the property including the contents of the buildings which may occur during the period of the hiring because of the hiring. THE HIRER SHALL BE RESPONSIBLE FOR MAKING ARRANGEMENTS TO INSURE AGAINST ANY THIRD-PARTY CLAIMS WHICH MAY LIE AGAINST HIM OR HER (OR THE ORGANISATION IF ACTING AS A REPRESENTATIVE) WHILST USING the Venues. If requested by the CCDT the Hirer will provide a copy of his insurance policy to CCDT.

8. THE HIRER must report all accidents involving injury to the public to the Facilities Manager by next working day at the latest. Any failure of equipment must also be reported as soon as possible. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995.

9. THE HIRER shall ensure that no animals (including birds) except guide dogs are brought into the venues, other than for a special event agreed to by CCDT and no animals whatsoever are to enter the kitchen(s) at any time.

10. Users must comply with the Equality Act 2010. They must ensure that the venue is open to all members of the community regardless of sex, sexual orientation, nationality, age, disability,

race, or of political, religious or other opinions. THE HIRER shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons have access to the children. All organisers of activities (involving children and/or vulnerable adults) should comply with the recommendations on 'Safeguarding Children and Young People', and 'Safeguarding: The Disclosure and Barring Service' and CCDT reserves the right to exclude from the premises any organisation that fails to comply with this requirement. In the case of affiliated groups or outside hirers, it is the responsibility of the organisers of the activities concerned to ensure compliance with these requirements.

11. THE HIRER participate in activities at their own risk and whilst every reasonable care will be taken the centre cannot be held responsible for any loss, injury or damage sustained by the participation unless caused by any proven negligence act of the venues or its staff.

12. It is advised that THE HIRER should carry out their own risk assessment before engagement of any activity. Copies of CCDT's own risk assessments are available to view on request.

13. THE HIRER shall not carry out or permit flyer posting or any other form of unauthorised advertisements for any event taking place at the premises. The HIRER should not use any Bluetac, Whitetac or Sellotape on the walls.

14. THE HIRER shall be liable for damage to or destruction of any part of the venues arising out of or in connection with its use by THE HIRER and its clients and damage to or loss of any furniture, fixings or equipment during the use therefore of such booking party and its members providing this can be attributed to negligence of the booking party.

15. THE HIRER shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and use of the premises and facilities is subject to the users accepting responsibility for returning furniture and equipment to their original position and for securing doors and windows of the premises. All windows and doors must be properly locked and secured unless directed otherwise. Any contents temporarily removed from their usual positions must be properly replaced; otherwise, CCDT shall be at liberty to make an additional charge. The key safe entry number SHOULD NOT be shared with anyone other than the person named as THE HIRER.

16. THE HIRER shall ensure that the minimum of noise is made on arrival and departure. No music or loud conversation should take place after 9:00pm and all individuals should have vacated the premises by 10pm. Inappropriate offensive & anti-social behaviours will not be tolerated. Such behaviour will result in the booking being cancelled and individuals being asked to leave the premises.

17. Smoking is not permitted in the buildings.

18. CCDT cannot accept responsibility for damage to, or the loss or theft of, centre users' property and effects. An invoice for the monthly balance will be sent during the first week in the month for our regular hirers. For all private functions, party bookings and one-off events we kindly request full payment in advance to confirm and secure your booking.

#### 19. Cancellation Policy

For the studio:

We have a 30-day cancellation policy. If a cancellation is received a month or more before the booking date then a refund can be obtained, via email request. If received within one month of the booking date, then no refund will be given although rescheduling or credit may be available.

For the Therapy rooms:

We have a 7-day cancellation policy. If a cancellation is received a week or more before the booking date then the booking can be rescheduled via our online booking system or a refund can be obtained, via email request. If received within one week of the booking date, then rescheduling is not permitted and no refund will be given except in extenuating circumstances.

20. CCDT reserves the right to cancel a booking for whatever reason. All monies paid to CCDT in respect of bookings will be refunded in full.

21. Any regular booking can be terminated at any time by either side giving four weeks' notice.

22. We use [SimplyBook.me](https://www.simplybook.me) Ltd. as a supplier. Their terms and conditions can be found here: [simplybook.me/en/terms-and-conditions#tab-for-clients](https://www.simplybook.me/en/terms-and-conditions#tab-for-clients)