

## Conditions of Hire

### Booking the rooms

1. All bookings must be confirmed by completing and signing the attached form.
2. All bookings must provide the name, address, and telephone number of the person responsible for the booking.

### Using the rooms

1. Customers are obliged to comply with local by-laws relating to noise and the environment, health and safety, and fire regulations.
2. The contact person named on the booking form or someone else nominated in writing by them must be on the premises for the duration of the booking.
3. Named persons are responsible for security, safety and cleanliness.
4. In the event that rooms are left in an unsatisfactory condition, an additional cleaning charge of £30 may be incurred.
5. Customers will be held liable for any damage caused through negligence or non-accidental actions.
6. InterHealth is a non-smoking environment.
7. On completion of use the named person(s) and a member of staff will check that all hiring conditions have been met.
8. No customer will have access to any access swipe cards, unless by prior arrangements between the named person(s) and InterHealth's authorised representative.
9. Customers are reminded that bookings are for an agreed time period. Any overrun of bookings will be charged at the appropriate rate, in order to cover staffing and other costs.

### Payment

InterHealth will invoice customers as soon as a booking has been confirmed, and payment is required 14 days following the invoice date. Failure to comply with these conditions may result in a financial penalty and/or refusal of further use.

### Cancellation

A minimum of 10 working days notice is required for cancellations, otherwise the full booking charges will be incurred.

(Please note there are some restrictions on accessibility for wheelchair users at InterHealth)