



Room Hire Terms and Conditions

1. All bookings must be accompanied by a signed booking form.
2. Telephone bookings cannot be accepted as a guaranteed booking until a signed booking form has been received.
3. Any alterations to a booking must be agreed in writing and made not less than 48 hours before the hire.
4. There may be circumstances which require us to change the meeting room/s allocated to you. We will only do this if the alternative is suitable for your purpose as you explained it to us at the time of booking.
5. Any person bringing an animal onto the premises must have gained prior approval from CAW Publishing Ltd and have third party insurance. Any animal which has been knowingly exposed to any infectious or contagious disease 21 days prior to the event or which is suffering from a visible condition which adversely affects its health and welfare must not be brought onto the premises. The welfare of the animal is of paramount importance and CAW Publishing Ltd have the right to enforce removal of the animal from the premises at its own discretion and without explanation.
6. Food must not be consumed in the training rooms without our agreement.
7. Payment must be received within 14 days of the date of invoice. If you do not pay in full within 14 days we will charge you interest and compensation on any amounts still outstanding in line with the late payment of Commercial Debts (Interest) Act 1998.
8. CAW Publishing Ltd will not be responsible for any loss or damage to property or vehicles nor any injury arising during the period of hire. Damage or breakages resulting from room hire will be invoiced to the company in whose name the booking was made.
9. The Hirer must ensure that all delegates comply with all current laws and regulations relating to food, liquor licensing, entertainment, hygiene, security at events and Health & Safety during the period of hire.
10. Alcohol must not be sold on the premises.
11. Alcohol must not be brought onto the premises without prior permission of CAW Publishing Ltd.
12. During the period of hire, the Hirer will permit CAW Publishing Ltd to take photographs for purposes of promotion or public relations.
13. During the period of hire, should the Hirer become aware of any hazard (e.g. damaged furniture, trailing cables) they must report the hazard to a member of staff immediately.
14. During the period of hire, the Hirer must make delegates aware of the fire procedures within the building.
15. The Hirer must not permit more than the maximum number of persons specified by CAW Publishing Ltd.
16. Smoking by any persons within the building is strictly prohibited. All smoking must be undertaken in the allocated smoking area outside the rear of the building.

17. Hirers using their own equipment do so at their own risk, and shall be liable for any damages or injury caused as a result of the use of such equipment.
18. Cars must be parked in the specified reserved parking area allocated to the Hirer.
19. All delegates must sign in and out of the building to comply with our fire procedures.
20. No obstructions may be placed in gangways or exits.
21. Fire extinguishers should not be moved other than for emergency use.
22. You must ensure that delegates on the premises behave in such a way that they do not cause a nuisance or unreasonable disruption to The College of Animal Welfare, its employees or anyone else in the building.
23. You may not use the name 'The College of Animal Welfare' or 'CAW Publishing Ltd', our logo or any photographs of our premises (internal or external) without our written permission.
24. CAW Publishing Ltd reserves the right to cancel any booking immediately by giving notice to the Hirer, where CAW Publishing Ltd considers it is necessary to do so. In the event of a booking being cancelled by CAW Publishing Ltd any sum paid to CAW Publishing Ltd will be refunded.
25. Cancellation by the Hirer: If between 3 months and 1 month's notice is given, the Hirer will pay 25% of the full charge. If between 1 month and 14 day's notice is given the Hirer will be liable to pay 50% of the full charge. If less than 14 days notice is given the Hirer will be liable to pay the full charge.
26. Insurance: The Hirer shall insure against its liability at law for accidents resulting in injury to persons, or damage to or loss of property arising from the use of the facilities in the course of hiring with a reputable firm of insurers approved by CAW Publishing Ltd in advance. Evidence of appropriate insurance must be produced to CAW Publishing Ltd at least two weeks before the period of hiring and at any time thereafter on request. If the Hirer does not obtain such insurance, or fails to provide adequate evidence of it to CAW Publishing Ltd, then CAW Publishing Ltd shall be entitled to either: a) cancel the hiring immediately without any obligation to return any sums already received from the Hirer in respect of the hiring, or b) arrange insurance, to its satisfaction, on behalf of the Hirer, and immediately claim any premiums paid by it for such insurance, from the Hirer.