

## Definitions

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| <b><i>Hirer:</i></b>                             | The person noted on the Booking Form as the Hirer or prospective Hirer                                                             |
| <b><i>Oakland Village:</i></b>                   | The name under which the Function Rooms belonging to Trident Housing Association Ltd is hired out                                  |
| <b><i>The Management of Oakland Village:</i></b> | Any person or group of people that may be appointed to carry out the day-to-day running or oversight of Oakland Village.           |
| <b><i>Function Room (s)</i></b>                  | Any or all of the halls and meeting rooms belonging to or used by Trident Housing Association or otherwise are available for hire. |
| <b><i>Booking Form:</i></b>                      | A form to be made available to prospective Hirer for the booking of a Function Hall or Meeting Room.                               |

Provisional bookings will only be held for a period of 14 days at the end of which a completed booking form and deposit will be required. Where payment is not received at the end of the 14-day period, Oakland Village will be at liberty to release the Function Hall or Meeting Room to another prospective Hirer.

All bookings must be made in writing using the Booking Form. The Booking Form will need to be completed and returned to us with a non-refundable holding deposit of £50.00.

Full payment will be required at least 14 days before the event takes place.

Any proposed variation to bookings following receipt of full payment, must be agreed and confirmed by both parties in writing.

No item should be stuck, nailed, screwed, stapled or fixed to any walls within the Function Hall, Meeting Room or building at large. Any fixtures / decoration to the Function Hall or Meeting Room by a Hirer must not cause damage to the walls, doors, furnishings, any item belonging to Oakland Village or any other part of the Function Hall, Meeting Room or building.

Private entertainment equipment may be brought into a Function Hall or Meeting Rooms subject to prior discussions and agreement of the Management of Oakland Village Any electrical equipment must have a valid Portable Appliance Test Certificate.

For all function halls hire, we are licensed to allow music to be played however, all music must cease at 23:00 unless a late license has been applied for and paid in advance. Failure to do so constitutes a breach of your hire agreement.

The Hirer is responsible for ensuring that people attending an event are aware of the fire evacuation procedure, including the location of the fire exits.

Smoking is not permitted anywhere within the Function Hall or on any part of the building.

Under no circumstance should the numbers of attendees or people present in a Function Hall / Meeting Room exceed the maximum capacity allowed for under this Terms and Conditions. This is a strict requirement of hire of which compliance will be a condition. The Management of Oakland Village reserve the right to immediately terminate an event, or require any other adjustment (as may reasonably be possible) to be made to ensure compliance with this clause.

The Hirer is responsible for the conduct and behaviour of all people attending the event. Children under 16 years of age must be supervised at all times. The Management of Oakland Village reserve the right to terminate an event, without any refund of costs, if the conduct and/or behaviour of any person or attendee is deemed to be riotous or otherwise unacceptable

Where termination of an event becomes necessary by reason of the Hirer breaching the provision of this clause. The Management of Oakland Village will not be liable for any loss or damage that the Hirer may suffer as a result of the termination. The Management of Oakland Village further reserves the right to seek any damages from the Hirer for any loss that they may suffer as a result of the Hirer's breach.

The Function Halls & Meeting Rooms will be opened and closed by a member of Oakland Village staff. The Hirer must ensure that guests are aware of the hire period and are aware that they will not be allowed to enter before the start of the hire period and required to vacate the Function Hall and building at the end of the hire period.

Oakland Village accepts no responsibility for the property of persons attending or organising an event. Any property brought on to the Function Hall or building or left unattended is entirely at the owner's risk.

Every effort has been made to ensure the accuracy of all information provided in these Terms and Conditions. Oakland Village does not accept liability for any errors or omissions and reserves the right to amend any information at any time.