



Terms and Conditions of Hire

These terms and conditions apply to all bookings made by the Client with Milton Keynes YMCA Ltd for any course. These terms and conditions apply to the exclusion of all other terms and conditions.

Booking & Payment

Any verbal booking made by the Client is provisional until confirmed by receipt of Milton Keynes YMCA Ltd's booking form duly completed by the Client. Unless the booking form is received within 5 working days of booking, Milton Keynes YMCA Ltd reserves the right to release the provisional booking and re-sell the facilities.

Payment in full should be made at least 14 days before the event. Payments should be made payable to "Milton Keynes YMCA Ltd".

If the booking is continuous then you will be invoiced a month in advance and any discounts will be shown on your invoice.

This booking is not transferable.

The price for provision of the services by Milton Keynes YMCA Ltd is set out in the price list supplied by Milton Keynes YMCA Ltd. All prices include VAT.

To qualify for block booking discounts they must be booked together and run continuously.

If the booking time is outside of our normal hours of Monday to Friday 9am-5pm they will incur a £20 Caretaker fee.

Cancellations & Amendments

If cancellation occurs within 14 days of the booking (or in the event of a non-arrival): the full amount will be charged.

The client must confirm delegate numbers, timings and any special requests in writing to Milton Keynes YMCA Ltd at least 7 working days prior the event.

Milton Keynes YMCA Ltd reserves the right to cancel a booking at any time, subject to repayment if pre paid.

Insurance

Milton Keynes YMCA Ltd has extensive public liability cover.

Use of Premises

The Hirer and guests must only use the parts of the building that are specified in the hire agreement.

- ➔ No alcoholic drinks may be consumed anywhere on the YMCA premises.
- ➔ No illegal, indecent or immoral activity is permitted.
- ➔ Noise levels must be contained to a reasonable level at all times and after 10.30pm no noise shall be audible in any of the neighbouring houses and flats.
- ➔ No betting, gambling or gaming is permitted on the premises.
- ➔ If the Hirer wishes to provide public music, dancing or other public entertainment, the Hirer must first obtain any necessary licence and show it to the Management of Milton Keynes YMCA on demand.

Use of Premises for Religious Groups

The YMCA is a Christian organisation whose purposes are to promote its aims and objectives through service to young people and to the community.

Our members and our employees come from many Christian traditions, other Faith Communities and none.

We embrace the ecumenical spirit in Milton Keynes and support the work of the Mission Partnership but decline to be associated with any particular religious organisation or group.

As a Christian organisation we recognise it is our duty to offer hospitality whenever possible and this we are glad to do, however, it is our policy not to offer room hire to any religious group on a regular basis.

Arrival: Safety and Security Procedures

All visitors to Milton Keynes YMCA Ltd will be required to sign in. An accurate visitors' register is required in order to comply with fire safety regulations.

Damage to Centre or its Equipment

It is the responsibility of those hiring the Centre's facilities to take good care of and not cause permit or suffer any damage to premises, equipment, fixtures or fittings during the period of hire. The hirer will be liable for any repair costs.

Injury to Persons & Personal Property

Milton Keynes YMCA Ltd will not be liable for the death or injury to any person attending the premises in connection with the function.

We regret that Milton Keynes YMCA Ltd cannot be held responsible for the security of property belonging to those using our facilities; though obviously we shall do all we can to look after your property.

Use of Hirer's Own Equipment

Any materials or equipment brought in by delegates must comply with all current and relevant regulations. Consent for the use of such materials and/or equipment should be sought from Milton Keynes YMCA Ltd.

In the event of any problem, you will be liable for any damage or injury arising from the use of the equipment and materials you have brought with you, unless this was caused by the negligence or bad faith of the Milton Keynes YMCA Ltd or its employees.

No equipment may be delivered without prior agreement. The Milton Keynes YMCA Ltd reserves the right to refuse equipment if it is considered dangerous or harmful to the premises or its contents. Equipment should be free standing and may not obstruct any fire exits. No bolts, nails, tacks, screw, bits, pins or like objects are to be driven into any part of the premises nor is any adhesive to be attached to it.

No open fires, candles or unauthorised electrical equipment shall be used on the YMCA premises.

Health & Safety

All booking must be aware of Milton Keynes YMCA Ltd Health and Safety Policies and fire procedures displayed in the room.

Fire Precautions

In the unlikely event of a fire, on hearing the alarm delegates should immediately leave the building by the nearest available fire exit and proceed to the assembly point located opposite the main entrance on the grass area.

The fire bell is tested regularly on Friday mornings between 9-10am. In order to comply with the fire regulations, incendiary or explosive devices are strictly prohibited.

Smoking

Smoking is not permitted anywhere in the building or its immediate environment.

Car Park

There is no car parking available on site. There are public car parks within the vicinity that are free or charged.

Overnight Accommodation

There is no overnight accommodation available and premises must be vacated at the end of the event.

Pets

We are unable to accept pets. Except Guide Dogs.

Disabled Access

Milton Keynes YMCA Ltd is fully accessible for the disabled.