

SADHU VASWANI CENTRE - HALL HIRE TERMS & CONDITIONS

CENTRE

- 1) The hirer is responsible for all guests visiting the Centre at all times.
- 2) The Centre must be left in the same condition as found.

FOOTWEAR

- 3) All footwear must be left in an orderly fashion in the shoe room.
- 4) No form of footwear is allowed in either of the halls.

FOOD

- 5) Under no circumstances is eating allowed anywhere except the dining hall.
- 6) No alcohol or smoking is allowed on any part of the Sadhu Vaswani Centre premises.
- 7) No meat, fish, eggs are allowed to be consumed on any part of the Centre's premises. If the occasion involves a cake, it must be egg-free. Sadhu Vaswani Centre will be happy to recommend bakeries that specialise in egg-free cakes.

EQUIPMENT

- 8) Only an authorised and trained member of the Sadhu Vaswani Centre team is permitted to operate the sound system and handle the projector. If any attempt is made to operate or handle the equipment prior without written permission, then all responsibility for any damage caused will fall on the hall hirer. Any damaged caused to either equipment will be charged in full to the hall hirer.
- 9) No other equipment is permitted to be plugged into the SVC amplifier except the SVC mics.
- 10) The heating system is set to operate at the optimum temperature with regards to the climate, however, if this needs adjusting, only an authorised person is permitted to do so.

CLOTHING

- 11) Dress code should be appropriate for a Spiritual Centre - i.e. shorts and clothes that are too revealing are not permitted.
- 12) The sanctity of the Centre must be maintained at all times.

CLOSING TIMES

- 13) A grace period of 15 minutes will be allowed - After this a additional hourly rate will be chargeable.
- 14) If the Centre is not vacated by 11:00 pm, Sadhu Vaswani Centre reserves the right to begin switching off the lights to all parts of the Centre.

DEPOSIT

- 1) A 25% refundable deposit is required from anyone wishing to hire the Centre.
- 2) The deposit is held to cover any loss or damage to equipment, furniture or flooring.
- 3) All deposits must be paid at least 14 days before an event is held.
- 4) Deposits will be returned by cheque along with the receipt for the event.
- 5) If an event is cancelled, the refund of the deposit will be at the discretion of the Sadhu Vaswani Committee. This will be a Committee decision, no individual has the power to authorise the release of a deposit.

CAR PARKING

- 1) It is the responsibility of the hirer to maintain orderly car parking by all patrons.
- 2) Under no circumstances must vehicles be parked in the middle - the area marked by a yellow box. Healthy and Safety dictate, SVC provide access for all emergency vehicles, i.e. the fire brigade, ambulance and the police.

KITCHEN

- 1) If the kitchen is taken as part of the contract, in the interest of Healthy and Safety, it is vital that the hirer maintains discipline in the kitchen and limits the number of people to the bear essential required.
- 2) The kitchen must be left tidy and clean
- 3) After an event, permission must be sought for any food that the hirer may wish to leave behind.
- 4) If you wish to purchase disposable cutlery from SVC, such as plates, spoons, serviettes and soft drinks' cups, 7 days notice must be given.
- 5) Sadhu Vaswani Centre is happy to recommend our preferred outside caterers, who are professional, reasonable in their cost and familiar with the Centre.

GENERAL CLEANING

- 1) It is the responsibility of the hirer to make sure all plates are placed in black bags and all half drunk cups are emptied and binned.
- 2) SVC requests cleanliness from its patrons in all parts of the Centre.
- 3) As a matter of course, to maintain the highest standards of hygiene, the toilets are always cleaned by professional cleaners after an event and charged as part of the cleaning services.

LOST & FOUND

- 1) If any property is believed to be lost at the Centre, it must be reported as soon as possible.
- 2) While all efforts will be made to find any items lost, SVC takes no responsibility for any items lost.
- 3) The Sadhu Vaswani Centre insurance does not cover any items lost on its premises.