



TERMS AND CONDITIONS FOR THE HIRE OF UNIT 5 LEARNING SPACES



These Terms and Conditions ("Terms") govern the hire of the learning venue named "Unit 5" (hereinafter referred to as the "Venue") provided by Tykes Teaching Alliance (hereinafter referred to as "the Company"). By booking the Venue, you agree to abide by these Terms.

Booking Confirmation: All bookings are subject to availability and confirmation by the Company. Booking requests can be made via emailing unit5@tykestdsa.education or by completing the MS Form on our website and are considered confirmed only upon receipt of a confirmation email from the Company.

Bookings will be provisional until a deposit of 25% of the projected value of the event is paid (non-refundable).

Confirmation of the number of delegates attending the event, start, finish and break timings, menu options, including any special dietary requirements, must be made at least two weeks prior to the event.

The balance must be paid in full at least two weeks prior to the event. Failure to make payment within this timeframe may result in the cancellation of the booking.

Damages: The hirer is responsible for any damages caused to the Venue or its contents during the booking period. Damages must be reported to the Company immediately. The hirer agrees to pay for any repairs or replacements necessary to restore the Venue to its original condition.

Use of Venue: The Venue is to be used strictly for professional learning and related purposes as agreed upon in the booking confirmation. The hirer is responsible for ensuring that all activities conducted in the Venue comply with any applicable laws and regulations.

Technology: IT is managed on premise. Please send anything you wish to display to unit5@tykeksa.education prior to your event and it will be preloaded for you. Personal devices are not permitted to be connected to our projectors. Complimentary guest wifi is available.

Occupancy Limits: The maximum occupancy limit for the Venue is determined by the Company and must not be exceeded under any circumstances. Overcrowding may result in the termination of the booking without refund, and additional charges may apply.

Insurance: The hirer is advised to obtain appropriate insurance coverage to protect against any liabilities arising from the use of the Venue, including but not limited to public liability insurance.

Any excessive mess or damage caused during the event may result in additional cleaning fees or charges for repairs.

Indemnification: The hirer agrees to indemnify and hold harmless the Company from any claims, damages, losses, or liabilities arising out of or related to the hirer's use of the Venue, including but not limited to personal injury, property damage, or violation of any laws or regulations.

Changes to Terms and Conditions: The Company reserves the right to modify or amend these Terms and Conditions at any time. Any changes will be communicated to the hirer via email or through the Company's website.

Thank you