



# TERMS AND CONDITIONS FOR THE HIRE OF UNIT 5 LEARNING SPACES



These Terms and Conditions ("Terms") govern the hire of the learning venue known as Unit 5 (the "Venue"), operated by Tykes Teaching Alliance (the "Company"). By booking the Venue, the hirer agrees to comply with these Terms.

## 1. Booking Confirmation

All bookings are subject to availability and confirmation by the Company. Booking requests may be made by emailing [tiawelbourn@tykestda.education](mailto:tiawelbourn@tykestda.education) or by completing the Microsoft Form available on our website. A booking is considered confirmed only upon receipt of a confirmation email from the Company.

## 2. Payment Terms

The balance must be paid in full no later than two weeks prior to the event date. Failure to make payment within this timeframe may result in cancellation of the booking.

## 3. Event Details & Catering Requirements

Final confirmation of the following must be provided at least two weeks prior to the event:

- Number of delegates attending
- Event start, finish and break timings
- Catering selections, including any special dietary requirements

Failure to provide this information within the stated timeframe may limit available options.

## 4. Use of the Venue

The Venue may be used solely for professional learning and related purposes, as agreed in the booking confirmation. The hirer is responsible for ensuring that all activities comply with applicable laws, regulations, and health and safety requirements.

Where the Venue is used outside of office hours, a locking-up procedure will be agreed in advance and must be followed by the hirer.

## 5. Technology & IT

IT is managed on-site. Any materials required for display in Space 1 and 3 must be emailed to [unit5@tykesta.education](mailto:unit5@tykesta.education) in advance of the event so they can be preloaded. However, in Space 2 and 4, a personal device is required in order to connect to the projectors. We also provide complimentary guest Wi-Fi is available.

## 6. Occupancy Limits

Maximum occupancy limits are determined by the Company and must not be exceeded. Exceeding capacity may result in immediate termination of the booking without refund, and additional charges may apply.

## 7. Damage & Cleaning

The hirer is responsible for any damage caused to the Venue or its contents during the booking period. All damage must be reported immediately. The hirer agrees to cover the cost of any repairs or replacements required to restore the Venue to its original condition. Excessive mess or damage may result in additional cleaning or repair charges.

## 8. Insurance

The hirer is advised to obtain appropriate insurance cover, including public liability insurance, to protect against liabilities arising from use of the Venue.

## 9. Indemnity

The hirer agrees to indemnify and hold harmless the Company against any claims, damages, losses or liabilities arising from the hirer's use of the Venue, including (but not limited to) personal injury, property damage or breaches of legal or regulatory obligations.

## 10. Amendments to Terms

The Company reserves the right to amend these Terms and Conditions at any time. Any changes will be communicated via email or published on the Company's website.

**THANK YOU**