



Terms and Conditions for the Hire of Unit 5 Learning Spaces



These Terms and Conditions ("Terms") govern the hire of 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.

To request a booking, the hirer must email tiawelbourn@tykestda.education and complete the Microsoft Form available on our website.

A booking is confirmed only once the Company has received the completed Microsoft Form and issued a confirmation email.

2. Payment Terms

Once the booking is confirmed, the hirer must provide a purchase order (PO) as soon as possible so that an invoice can be issued.

Payment must be received in full before the event date. Failure to make payment by this deadline may result in cancellation of the booking.

3. Event Details and Catering Requirements

The hirer must confirm the following at least two weeks before the event, unless already provided on the Microsoft Form at the time of booking:

- Final number of delegates attending.
- Event start and finish times, including scheduled breaks.
- Catering selections and any special dietary requirements.
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Any changes to the information provided at the time of booking must also be confirmed by this deadline.

Failure to provide this information by the deadline may limit the options available.

4. Use of the Venue

The Venue may be used only 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.

For bookings outside normal office hours, a locking-up procedure will be agreed in advance. The hirer must follow this procedure.

5. Technology and IT

The Venue is equipped with high-quality projectors. The hirer must ensure that facilitators bring their own laptops to screencast to the projectors.

Complimentary guest Wi-Fi is available on-site.

6. Occupancy Limits

Maximum occupancy limits are set by the Company and must not be exceeded.

Exceeding these limits may result in immediate termination of the booking without a refund. Additional charges may also apply.

7. Damage and Cleaning

The hirer is responsible for any damage caused to the Venue or its contents during the booking period. All damage must be reported to the Company immediately.

The hirer agrees to cover the cost of any repairs or replacements required to restore the Venue or its contents to their original condition.

Excessive mess may result in additional cleaning charges.

8. Insurance

The hirer is advised to obtain appropriate insurance cover, including public liability insurance, to protect against liabilities arising from their 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 by email or published on the Company's website.

Thank you

