

THE BRADSHAW MEETING ROOM – Catering Terms and Conditions

The Hirer is responsible for:

- Obtaining any licence that may be required for any licensable activity, such as the sale of alcohol or the provision of entertainment. Arrangements for this should be made at least 2 weeks in advance of the date of hire. This can be done by phoning East Devon District Council 01395 517410 or 01395 517411
- Ensuring that the tables and chairs in the Bradshaw Meeting Room are left in the same place and condition as they were found.
- Removing and disposing of all rubbish at the end of the hire period. Failure to do so will result in additional charges per rubbish sack or per item left on the premises.
- Keeping the carpet in good condition by clearing up any spillages immediately and remedying any marks or stains. Cleaning equipment can be found in the cupboard in the kitchen - a stepladder is available
- Recording any breakages, damage or defects in the log book in the kitchen. Window/glass, furniture or door breakages must be reported to the Buildings Manager. These will incur a replacement charge that will be invoiced once the item has been replaced or restored.
- Ensuring, at the end of the hire period, that all water heaters have been switched off in the kitchen, all lights have been switched off, all windows and doors are closed and locked.
- Obtaining any insurance necessary for an event.