

Charity Centre

Terms and Conditions

1. All contracts for the hire of rooms, hire of equipment, provision of catering or provision of services are made between The Directory of Social Change ("DSC") and the Customer. Contracts may not be entered into by Customers directly with suppliers to DSC in respect of hire of rooms, hire of equipment, provision of catering or provision of services for use at The Charity Centre. Rooms and equipment may not be sub-contracted or assigned by Customers to third parties.
2. Room hire relates to the hire of rooms at the Charity Centre located at 24 Stephenson Way, London NW1 2DP between the hours of 09:00 and 17:00 Monday to Friday excluding bank and public holidays or between 09:30 and 17:00 on Saturdays. Customers may request bookings outside these hours, but DSC reserves the right to refuse to accept such bookings and may charge for the additional hours requested beyond the times stated above or to charge a premium for such additional hours. Such additional hire charges to be made known to the Customer at the time a booking is agreed.
3. All bookings for hire of rooms should initially be made by telephone, at which time if availability is agreed by DSC, the booking will be provisional, only becoming confirmed on receipt by DSC of a booking form and deposit for 50% of the room hire charge. Booking forms and deposits should be sent to DSC at the address shown on 2 above so as to arrive within 21 days of the provisional booking. In exceptional circumstances if a provisional booking is made for a room to be hired in less than 28 days, a shorter period will apply for the receipt of the booking form and deposit and this will be notified to the Customer at the time of taking the provisional booking. Should the booking form and/or the deposit not be received within the 21 days or such shorter time in exceptional circumstances as shall be notified for at time of provisional booking, the provisional booking will be automatically cancelled. Once the booking becomes confirmed the date upon which the room is to be used shall become the booked date and the deposit becomes non-refundable in the event of cancellation by the Customer. DSC will charge the full room hire charge to the Customer if cancellation is made by the Customer one week or less before the booked date. If DSC has to cancel a confirmed booking, it reserves the right to substitute a similar or better room wherever possible, or alternatively to issue a credit note for all charges invoiced and/or refund to the Customer all sums received by DSC in respect of the booked date.
4. The remainder of the room hire charge and charges in respect of equipment hire, provision of catering or provision of services will become due within 30 days of booked date and for which an invoice will be raised by DSC to the Customer. Should the Customer fail to pay any invoice(s) within this 30-day period DSC shall have the right to immediately cancel any other contractual agreements with the Customer without further or prior notice.
5. DSC reserves the right to alter or amend prices or other details shown in its Charity Centre brochure or on the website (www.dsc.org.uk/charitycentre) without notice. Customers will be invoiced for the rates applicable at the time their booking is confirmed.
6. Customers may also hire from DSC relevant equipment for use in the Charity Centre on the booked date. In the event that DSC cannot supply the needs of the Customer, Customers may then make arrangements to bring their own equipment or to hire such equipment.
7. The Customer shall at all times be responsible for their own equipment or equipment hired by them from third parties that are brought onto the Charity Centre premises and for any damage caused to the DSC's premises, property

or fixtures by any equipment or exhibit brought on to the premises by the Customer, or for any damage caused to DSC's premises, property or fixtures caused by the Customer, or any staff, contractor or delegate attending the Charity Centre in respect of the booked date.

8. Customers may also arrange with DSC for catering to be supplied on the booked date. All such catering will be supplied by DSC's own contractors and no alternative catering is permitted. No other food may be consumed on our premises.
9. Customers should ensure that they have their own Public Liability Insurance.
10. Room Hire charges are currently exempt from Value Added Tax (VAT), but all charges for hire of equipment, provision of catering or provision of services shall be subject to VAT at the standard rate, currently 17.5%, in addition to the quoted price and such VAT shall be added to the invoice raised by DSC at the rate ruling on the date of invoicing. Room hire charges may cease to be exempt and may become subject to VAT at any time.
11. DSC shall not be responsible for any loss or damage to any property arising out of the holding of a function by a Customer on a booked date or for any injury which may be incurred by or to any person during the holding of any event arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure of supply of electricity, gas, internet or telephone service, or by or through leakage of water, fire, riot, civil commotion, government restriction or act of God which may cause the premises to be temporarily closed or the booked event interrupted.
12. This contract shall contain the whole of the agreement between DSC and the Customer, and no alteration hereto shall have any effect unless it is agreed in writing between DSC and the Customer.
13. These Terms and Conditions of Use shall be interpreted in accordance with the laws of England and the parties hereby submit to the exclusive jurisdiction of the English Courts.

Please call us on **020 7209 1015** to check availability. We will hold a room for you for 21 days on the basis of a telephone enquiry, pending receipt of our Booking Form and a cheque for 50% (payable to the Charity Centre). A pro forma invoice for the deposit will be issued on request. Deposits are not refundable. You can order the catering at the time of booking, or any time up to two weeks before the event.

SEND CHEQUE TO:

**Charity Centre, Directory of Social Change
24 Stephenson Way, London NW1 2DP
Tel: 020 7209 1015 or 020 7391 4800
Fax: 020 7391 4802
E-mail: charitycentre@dsc.org.uk**

Name
Job title
Organisation
Address
..... Postcode
Tel Fax
E-mail

Date/s of the event
Name/description of the event

Room Requirements

Which room/s do you require?
Arrangement (please tick one)
 Theatre style Boardroom style Classroom style Open square Circle of chairs
 Other Number of participants

Booking Requirements

N.B. Doors open at 9.00 (Saturdays 9.30) and bookings are until 5.00 unless by prior agreement with the Charity Centre

Start time Finish time

Tick where required and specify times

Registration tea/ coffee required from Morning tea/ coffee required at
 Lunch (if ordered) required at Menu No Any special diets
 Lunchtime tea/ coffee required at Afternoon tea/ coffee required at

Audio-visual hire *Please indicate the number of each item you require. All equipment is subject to availability. We cannot guarantee any equipment unless it has been booked in advance.*

Item/s required:

Declaration

I am requesting Rate C on the basis that we are a commercial or public sector organisation, and/or Rates B or A do not apply to our event. I am requesting Rate A on the same basis as Rate B above, for an organisation with a total income of under £100,000 in the last financial year.
 I am requesting Rate B on the basis that we are a charity or campaigning organisation, the event is for our supporters and staff, and no fees over £20 are being charged.

I have read and agree to the conditions of hire.

Signed: Date:

Please inform us of any changes by Wednesday of the week before your event.