

Wandsworth Professional Development Centre

3rd Floor, Building 1, Burntwood School, Burntwood Lane, SW17 0AQ

TERMS AND CONDITIONS OF ROOM HIRE

Making a Booking

WPDC reserves the right to change fixed room resources when necessary. Your room booking will be confirmed by e-mail. If any of the booking details are incorrect please notify WPDC as soon as possible. In some circumstances it may be necessary to change your requested or allocated room. WPDC reserves the right to offer alternatives to booked rooms. Any special requirements not specified at the time of room booking should be requested at least 5 working days in advance. In particular you should notify us of any relevant special needs which event participants may have to enable us to put in place any necessary arrangements.

Use of Rooms

The organisers accept full responsibility for making good any damage caused to the premises, furniture or equipment where such damage has been caused by the event participants. WPDC accepts no responsibility for the property of organisers or event participants including malfunction of personal computing or audio-visual equipment. All trainers and participants should use facilities and equipment in accordance with health and safety guidelines. Booked rooms should be vacated promptly as extension of room use beyond the booked period may be subject to additional charges.

Insurance

All hirers should ensure that adequate insurance cover has been taken out for the activities undertaken whilst on the premises. WPDC and Burntwood School cannot be held liable for injuries which occur on the premises. Thus the hirer shall indemnify and keep indemnified the WPDC and Burntwood School against all actions, claims and demands (whether on account of personal injury, damage or loss of property) which may be brought against the WPDC and Burntwood School on behalf of any person whose presence at the school is in any way connected with the use of the premises by the hirer and whether or not caused by WPDC or any officer of the WPDC. Evidence of public liability insurance will be required.

Health and Safety

All hirers should adhere to the schools fire evacuation procedures which are displayed throughout the building. The contact person will ensure the hirers are aware of WPDC health and safety procedures, evacuation procedures and fire alarm points, as identified on the Health & Safety Information sheet supplied with the Booking Form.

Charging

You will be charged by journal transfer or invoice within 2 months after the event has taken place.

Cancellations

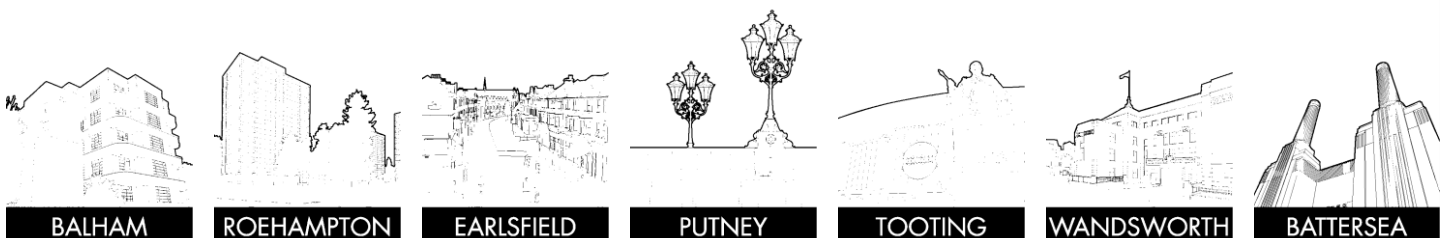
Rooms cancelled within 5 - 10 working days before the booking date will incur a 25% charge. Rooms cancelled less than 5 working days before the booking date will be charged for at the full rate. No cancellation charges will be made if the room is resold.

Provisional Bookings

Rooms booked provisionally are held for 10 working days. If the room is not confirmed within this period then the booking will be cancelled automatically.

Catering

Final numbers for catering should be submitted 5 working days in advance where lunch is required or 2 working days for refreshments only. Our in-house caterers provides all catering and refreshments during term-time therefore WPDC does not allow the use of external caterers nor can organisers supply their own food or refreshments for events. Where permission is granted for hirers to arrange their own catering in school holidays they must ensure all catering leftovers and supplies are tidied away. Failure to do so will result in an additional clearance charge. There are no kitchen facilities available for the use of visitors or external catering companies.



Wandsworth Professional Development Centre

Out of Hours Events

For evening and weekend events, course organisers should ensure delegates use only the rooms booked and the public facilities such as the lounge and toilets. Under no event should rooms on other floors or in other buildings on site be used without express permission obtained in advance. In case of emergencies course organisers should familiarise themselves with the nearest fire exits and ensure their delegates are briefed accordingly. Contact details for onsite services will be provided on the day of the event.

Revised
June 2015



BALHAM



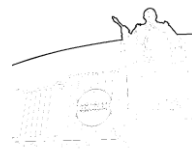
ROEHAMPTON



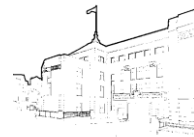
EARLSFIELD



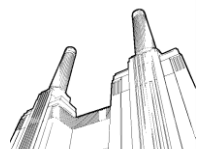
PUTNEY



TOOTING



WANDSWORTH



BATTERSEA