

The Lostwithiel Forum Development Trust Limited
(a community company limited by guarantee)

Community Meeting Room Hire Terms and Conditions

1. Applications for booking should be made to The Platform, Lostwithiel Railway Station, Grenville Road, Lostwithiel PL22 0EW. **In person**; by phone on **Tel No:** 01208 871591; or by **email:** lostwithielforum@tiscali.co.uk
2. The person making the application is deemed to be “the hirer” and will be responsible for the observance of the conditions relating to the booking.
3. The Meeting Room is not licensed for **gaming** or the **sale of alcohol** and **neither activity** is permitted on the premises.
4. The Meeting Room is for meeting use and for no more than 16 people.
5. The cost of hire from February 2010 is £8 per 2 hour session.
6. Payment is to be made on or before the day of the meeting by cash or cheque made payable to Lostwithiel Forum Development Trust. An invoice will be provided.
7. The Lostwithiel Forum Development Trust cannot be held liable for any accident or injury to persons using the Meeting Room. The hirer accepts full responsibility for all injury, loss, breakage and damage incurred whilst on the premises.
8. Office and IT equipment may not be used by the hirer.
9. A kettle, mugs and washing up facilities are available free of charge but the hirer must provide their own ingredients. There are no cooking facilities. Cooking is not allowed.
10. A No Smoking Policy is in force.
11. Hirers are requested to turn all lights and equipment off and return any furniture to its original place before vacating the premises.

12. The key is to be returned to the post box after locking and vacating the premises.
13. Any problems should be reported to 01207 871470 as soon as possible.