

Terms & Conditions

The making of the booking will imply acceptance by the organisation or group concerned of the following conditions:

1. No persons on the NCA premises should consume or carry meat products on the premises.
2. All arrangements for catering must be made with the NCA.
3. Only food provided by the NCA is allowed to be consumed at the NCA.
4. The Hirer or Delegates of the Hirer's event will not be allowed to use the kitchen.
5. No persons on the NCA premises should consume or carry alcohol or consume tobacco products on the NCA premises.
6. No Persons on the NCA premises should be members of any organisation opposed to Sikhism and Sikh Philosophy.
7. You may after initial discussions be offered a provisional booking. This booking is not binding upon the NCA until you have completed the NCA's room hire booking form and NCA has accepted your booking by signature of a member of staff.
8. NCA reserves the right to alter quoted charges at any time up to five weeks before the event for which a booking has been made.
9. NCA reserves the right to cancel any booking of its premises at any time upon 7 days prior notice. The maximum amount of liability for NCA upon cancellation shall be the return of any booking fee so far paid.
10. NCA does not accept responsibility for loss of or damage to property brought onto NCA premises.
11. Except in cases of death or personal injury caused by negligence of NCA the person making the booking takes full responsibility for all liabilities that may arise from the booking of the NCA premises (including damage to NCA property and injury to other persons). Insurance is advised.
12. In the case of a cancellation of a booking by the Organiser, at least 14 days written notice must be given to NCA. If this is not done the Organiser will be required to pay the whole booking fee.
13. The booking fee must be paid by the Organiser within 30 days of the invoice date.
14. The Organiser may not transfer the booking to any other persons. Only the organisation mentioned in the booking form, and their guests may attend the booked NCA premises.
15. Pets are not permitted on the premises except in the case of a guide dog accompanying a visually handicapped person.
16. Neither the Organiser nor their guests shall interfere with or move any fire extinguisher at NCA. The organizer and their guests shall acquaint themselves with any instructions in case of fire or bomb alert which may be given to them or displayed at the premise and the situation of emergency exits.

17. The Organiser shall comply with the reasonable direction of any representative of NCA and in any respect with regard to the use of the premises and at all times will permit all persons duly authorised by NCA to enter the premises for any proper purpose subject to strict compliance with any special security arrangements.
18. Under the provisions of Section 43 of the Education (Number 2) Act 1986, NCA has a duty to ensure that freedom of speech within the law is secured for members, students, employees, and visiting speakers. Organisers of events on NCA premises are obliged to advise NCA of any meeting or session which may be "controversial" in terms of speaker(s) and/or content(s). The Organiser shall, and shall ensure that those attending their event shall, comply with the Code of Practice on Freedom of Speech.
19. The Organiser shall be responsible for the payment of all fees and royalties due to the Performing Rights Society and/or Phonographic Performance Limited and all other relevant persons, firms and corporations. The Organiser when playing music or using audio and/or projection equipment must make sure that it in no way interferes with or causes any disturbance to NCA. In any cases of complaint NCA's decision will be final. No Organiser may use the premises for the exhibition of television and shall not without the previous written consent of NCA, by telegraph, telephone, television or wireless or any other means transmit from the premises or permit the transmission there from of any commentary thereon. Furthermore, the Organiser shall not without prior written consent, produce at any place outside the premises the audio or visual reproduction of any event taking place in the premises, or the subject matter of any exhibition or other matter held; nor shall the Organiser take or permit to be taken any photographs within the premises without the previous written consent of NCA.
20. The Organiser shall ensure that the premises are only used in accordance with the law. If any accident should occur or any incident giving rise to potential liability the Organiser shall immediately inform the NCA.
21. In the event of circumstances beyond our control resulting in us being unable to provide our services, we shall have no liability in respect of any loss or damages arising directly or indirectly from such circumstances.
22. In the event that you become bankrupt, cease to trade, have a receiver appointed or make voluntary arrangement with your creditors, we shall be entitled to immediately terminate this contract by giving a notice in writing to you