**Hire Terms and Conditions**

Please read these terms and conditions carefully and contact bookings@discover.org.uk if you have any questions.

Entering into a hire agreement with Discover Children’s Story Centre assumes and implies acceptance of the rules laid out in this policy.

On the day information

* Discover’s building opening hours are 10am to 5pm. Hires which begin before or finish after these hours are by arrangement and may incur additional costs. This should be discussed at the time of booking.
* The hire period is regarded as beginning at the time when the Hirer requires access to the building to set up, and ends when all of the Hirer’s party have left the building.
* Set up of spaces for the event should take place on the day of the event, and specific requirements must be agreed in advance.
* Storage at Discover is unavailable. Please plan to bring and remove equipment and consumables on the day of your event.
* Discover is a zero alcohol building when open to the general public.
* Venue hire does not include access to the play spaces within Discover however; a tour of these areas can be arranged in advance and scheduled at an appropriate time.
* Parking is not available at Discover Children’s Story Centre – we recommend Stratford Multi-storey car park, E15 1BB. Access to the centre for deliveries and loading is by arrangement via Bridge Terrace.

Payments

* To confirm your hire, you must pay a £50 deposit within one week of making the reservation. Failure to do so will result in the reservation being cancelled.
* The remaining fees must be paid at least three weeks prior to the hire date. You can contact us during business hours to make payment via our Bookings line – 0208 536 5555 – or for our bank account details please check your invoice.

Cancellation Terms

* With more than three weeks’ cancelation notice we will refund you 100% of the fees.
* With 7 to 21 days’ cancelation notice, we will refund 50% of the fees.
* With less than 7 days’ cancelation notice we will not refund any of the fees.

Events

* All venue hire bookings are completed at the discretion of the Discover staff. They will determine the suitability in accordance with Discover’s Policies and Mission Statement.
* It is the responsibility of the Hirer to fully disclose the nature of the Hirer’s business and activities and the type and content of the event to Discover at the time of requesting the booking.
* All bookings made with Discover are granted strictly for the purposes agreed and will only be accepted on that basis.
* Depending on the nature and timing of the hire and in accordance with Discover’s Health and Safety Regulations it may be deemed necessary for a member of Discover staff to be present during the event. If this is necessary you will be charged for this staffing.
* Please note that these spaces can only be hired when Discover is closed to the general public and at these times you will be required to cover the cost of staffing which must include one Supervisor.
* Please note that the Library is accessible via stairs only

Safe Guarding and Child Protection

* Discover actively promotes the safety and well-being of young and vulnerable people. Discover’s Equal Opportunities and Child Protection Policies extend to all activities taking place on the premises, including venue hire. As such, any activity that is contrary to these Policies will be cancelled or refused with no financial recourse to the hirer.
* If your hire involves children we ask that you present DBS documentation prior to your event and that the children are supervised at all times. Venue hire does not include use of Discover’s play spaces.

Use of Discover name

* Discover Children’s Story Centre’s name may only be used to indicate the location of the event and the Hirer agrees that it will not, under any circumstances, use the Discover name, logo or reputation to promote its own activities.
* Hire of Discover’s premises does not in any way indicate the Centre’s endorsement of, or support for, the Hirer’s business or content of the event.
* No advertising, online promotion or other marketing can be provided by Discover unless by specific agreement.

Risk Assessments and Insurance

* Hirers may be requested to provide Discover with a Risk Assessment Document for their event 14 days in advance of the event. Discover reserves the right to veto any activity, and in extreme circumstances cancel any event, that does not conform to current safety standards and comply with current safety legislation
* Hirers must have Employers’ Liability Insurance and Public Liability cover where appropriate. Insurances should be exchanged with the venue and the Hirer.
* If a Risk Assessment of the space is required Discover can arrange a member of staff to complete a show round of the space and answer any queries during Discover’s opening hours.