



ROOM HIRE TERMS AND CONDITIONS

Effective from 1 October 2026

These Terms and Conditions apply to all room hire bookings at the KFC Youth Foundation Hub. By making a booking and/or signing the declaration at the end of this document, the hirer agrees to comply with these conditions and accepts responsibility for all persons attending under their booking.

1. Room Hire Pricing

Standard rates apply Monday to Friday, 09:00-17:00. Out-of-office rates apply during evenings and weekends. All rates are hourly unless otherwise stated.

Room	Capacity	Standard	VCS	Out of Office Standard	Out of Office VCS
Full Hall (excluding Kitchen)	90	£70	£55	£95	£85
Creation Room	15	£25	£20	£50	£35
Wellbeing Room	18	£30	£25	£55	£40
Half Hall	35	£40	£35	£65	£50

Kitchen use (additional charge): £10 per hour Standard / £12 per hour Standard Out of Office / £8 per hour VCS / £12 per hour VCS Out of Office.

Multiple-room discount: When multiple rooms are booked at the same time during out-of-office hours, a £25 discount will be applied to a Standard booking or a £15 discount to a VCS booking.

2. Booking Times, Set-Up and Take-Down

- A 15-minute set-up and 15-minute take-down buffer will be provided either side of the booked time free of charge.
- If more than 15 minutes is required before or after the booking, the additional time must be included when the booking is made and will be charged at the applicable hourly room hire rate.
- The hirer must book sufficient time for the full activity, including any additional set-up, clearing away or take-down required.
- The room and any shared areas used must be fully vacated by the end of the booked time, subject only to the free 15-minute take-down buffer.

3. Refundable Booking Bond

A £100 refundable bond is required at the time of booking, except for regular bookings. The bond will be refunded following satisfactory post-booking checks and will normally be processed within 5 working days.

Before the bond is released, the Hub will check that:

- the room has been left clean and tidy;
- all rubbish has been removed and disposed of appropriately;
- tables, chairs and equipment have been returned to their agreed positions;
- there is no damage to the room, furniture, fixtures, fittings or equipment;
- no items belonging to the Hub have been removed or are missing;
- any kitchen or shared areas used as part of the booking have been left clean and tidy;
- toilets and communal areas have been left in a reasonable condition;
- no excessive cleaning is required;
- the booking has not significantly overrun the agreed time; and
- there has been no breach of these Terms and Conditions or the Hub building rules.

Where additional cleaning, damage, missing items or other costs are identified, all or part of the bond may be retained to cover those costs. If costs exceed the value of the bond, the hirer may be charged the additional amount.



4. Hirer Equipment and External Suppliers

The hirer must ensure that all electrical equipment and other property brought into the Hub complies with relevant legislation and is used safely and appropriately.

Where an external company brings equipment into the building, including items such as inflatables or specialist equipment, evidence of appropriate public liability insurance must be provided to Hub staff before the booking takes place. The hirer remains responsible for all external equipment used as part of the booking and for the safety of attendees in relation to that equipment.

5. Fire Safety and Emergency Procedures

- The hirer must comply with all fire safety rules and instructions in place at the Hub.
- Fire exits, escape routes, doors, call points and firefighting equipment must not be obstructed.
- The hirer must not create any additional fire risk through their activity or equipment.
- The hirer will be made aware of the location of fire call points, emergency exits, the fire assembly point and fire extinguishers.
- The hirer must notify the Hub in advance of any attendee who may require assistance to evacuate due to limited mobility, disability or another impairment.
- The person responsible for the booking must maintain an accurate attendance record and provide it to the Fire Warden or Hub representative in the event of an evacuation.

6. First Aid, Accidents and Incidents

First aid provisions are available at the Hub. All accidents, injuries, incidents or near misses occurring during the booking must be reported to a member of KFC Youth Foundation staff as soon as possible so that the appropriate record can be completed.

7. Use of the Premises

- The Hub may only be used for the purpose stated and agreed at the time of booking.
- The premises must not be used for any unlawful purpose or in any way that could invalidate the KFC Youth Foundation's insurance.
- The hirer is responsible for obtaining any licences, permissions or approvals required for their activity.
- Nothing may be fixed to, altered or removed from the building, furniture, fixtures or fittings without prior written approval from the Hub Manager.
- Illegal substances must not be brought onto or consumed on the premises. Anyone believed to be under the influence of illegal substances may be required to leave and the police may be informed where appropriate.
- The Hub is a no-alcohol venue. Alcohol must not be brought onto or consumed on the premises.
- The hirer must ensure that any activity undertaken complies with all relevant legal requirements, including gambling law where applicable.

8. Safeguarding of Children and Young People

The KFC Youth Foundation is committed to providing a safe environment for all children and young people who access or use the Hub.

Where a booking involves children or young people under the age of 18, the hirer is responsible for ensuring that appropriate safeguarding arrangements are in place throughout the booking.

By signing these Terms and Conditions, the hirer confirms that:

- All staff, volunteers, facilitators, coaches or other adults involved in delivering or supporting the activity have been appropriately recruited, vetted and deemed suitable to work with children and young people.
- Any person undertaking a role that is eligible for a DBS check holds the appropriate level of DBS clearance for the duties they will undertake, including a Children's Barred List check where the role constitutes regulated activity.



- Where an Enhanced DBS certificate is required for the role, the hirer will ensure that it has either been issued within the previous 12 months or is registered with the DBS Update Service and has been appropriately checked.
- No person who is barred from working with children will be permitted to undertake regulated activity with children or young people at the Hub.
- The hirer will provide the KFC Youth Foundation, prior to the booking where requested, with the full name of each adult working with children or young people, confirmation that the appropriate DBS and safeguarding checks have been completed, and details of any matter that the Foundation reasonably needs to be made aware of for safeguarding purposes.
- The hirer is responsible for ensuring appropriate adult-to-child supervision throughout the activity and that children and young people are not left unsupervised.
- The hirer has appropriate safeguarding procedures in place and will ensure that all staff and volunteers understand how to identify, respond to and report a safeguarding concern or disclosure.
- Any safeguarding concern, allegation, incident or disclosure arising during use of the Hub must be reported immediately to the nominated person responsible for the booking and to the KFC Youth Foundation's Designated Safeguarding Lead or nominated safeguarding contact.
- The hirer will cooperate fully with any safeguarding enquiry or action required by the KFC Youth Foundation or relevant statutory agencies.

The KFC Youth Foundation reserves the right to request evidence that appropriate safeguarding and DBS checks have been completed and may refuse, suspend or terminate a booking where safeguarding requirements have not been met or where there are reasonable concerns regarding the safety or welfare of a child or young person.

9. Supervision and Conduct

The hirer is responsible for the supervision, behaviour and conduct of all persons attending under their booking. Attendees must behave respectfully towards KFC Youth Foundation staff, other Hub users, the premises and the surrounding community.

Where behaviour creates a risk, disruption or nuisance and the hirer does not take reasonable steps to address the issue after being asked to do so, the KFC Youth Foundation may end the booking and require the group to leave. No refund will be payable where a booking is terminated due to a breach of these Terms and Conditions.

10. Attendance Numbers and Room Capacity

The hirer should provide estimated attendance numbers at the time of booking and, for one-off bookings, confirm final numbers at least 14 days before the event where requested. Attendance must never exceed the stated capacity of the room booked.

11. Noise, Parking and Smoking

Noise: Noise must be kept at a reasonable level to minimise disturbance to local residents and other Hub users. The KFC Youth Foundation may require music or other amplified sound to be reduced or stopped where it is considered excessive. No refund will be payable where such action is required.

Parking: Parking is limited. Vehicles and property are left at the owner's risk. The KFC Youth Foundation accepts no responsibility for loss or damage to vehicles or property. Hirers and attendees must park considerately and avoid obstructing neighbouring properties, access points or emergency routes.

Smoking and vaping: The Hub, garden and car park are no-smoking areas. Smoking or vaping is not permitted within these areas. Attendees must not litter surrounding areas with cigarette ends or other waste.

12. Kitchen and Shared Areas

Kitchen access must be agreed as part of the booking and is subject to the additional charges set out in section 1. The hirer is responsible for ensuring that any kitchen or shared area used is left clean, tidy and safe after use. Access to rooms or areas not included within the booking is not permitted unless agreed by Hub staff.



13. IT and Presentation Equipment

The KFC Youth Foundation does not guarantee the availability of laptops or other IT equipment for external bookings. Hirers should bring any laptops, devices, adapters or presentation equipment they require. Any specific IT requirements should be raised at the time of booking or at least one week in advance.

14. Cleaning and Vacating the Hub

At the end of the booking, all personal belongings, equipment and materials must be removed. The room must be returned to its agreed layout and left in a clean and tidy condition ready for subsequent use. Any additional cleaning, damage or replacement costs may be charged to the hirer and may be deducted from the booking bond where applicable.

15. Payment

- New short-term or one-off bookings require payment at the time of booking and, in all cases, no later than 14 days before the booking takes place. The booking remains provisional until payment is received.
- New or ongoing block bookings require payment for each month in advance. An invoice will be issued at the start of the month for immediate payment.
- For established longer-term bookings, payment may be requested at the end of each calendar month where this has been agreed in advance. An invoice or credit note will be issued as appropriate.
- A 3.05% charge will apply to payments made using a corporate/business card to cover card processing and administration costs. Failure to declare the use of a corporate/business card may result in the additional processing costs being recharged by invoice.

16. Cancellation of Room Bookings

Once a signed booking confirmation has been received, the following cancellation charges apply to cancellations made within 29 days of the booked event:

Notice Given	Cancellation Charge
Less than 7 days prior to the event	Full cost of the booked event
7-15 days prior to the event	Room hire plus 50% of the cost of any pre-booked refreshments
15-29 days prior to the event	50% of the room hire charge

The KFC Youth Foundation reserves the right to alter the room allocated where necessary and will endeavour to notify the hirer in advance of any change.

17. Additional Time, Overage and Additional Costs

Use of the Hub beyond the agreed booking period, including additional set-up, clearing, packing away or departure time beyond the free 15-minute buffers, may be charged at the applicable hourly room hire rate. Where an overrun results in additional staffing, security, cleaning or operational costs, those costs may also be charged to the hirer. The KFC Youth Foundation reserves the right to invoice such costs following the booking.

18. Review of Fees

Room hire prices are reviewed periodically. The KFC Youth Foundation reserves the right to change its room hire fees by giving one month's notice. This may include bookings already confirmed for dates after the revised rates take effect. If a hirer does not accept the revised fee and notifies the KFC Youth Foundation, the affected future booking may be cancelled and any relevant pre-payment will be refunded.

19. Breach, Refusal or Termination of a Booking

The KFC Youth Foundation may refuse, suspend or terminate a booking where these Terms and Conditions are breached; where required information, payment, insurance or safeguarding assurances have not been provided; or where the activity presents an unacceptable risk to people, property or the safe operation of the Hub. Where termination results from the hirer's breach, a refund will not normally be payable.



Hirer Declaration

I confirm that I have read and understood these Room Hire Terms and Conditions and agree to comply with them. Where the booking involves children or young people, I also confirm that I accept responsibility for ensuring that all individuals involved in the booking comply with the safeguarding requirements set out in section 8.

Name of organisation / individual	
Named person responsible for booking	
Booking / activity	
Room(s)	
Signature	
Date	