

ROOM HIRE TERMS & CONDITIONS

2021





ROUNDHOUSE ROOM HIRE

GENERAL TERMS

- All bookings must be made in advance directly to Roundhouse Birmingham staff via hire@roundhousebirmingham.org.uk. A member of staff will contact you to confirm details of your booking.
- Hirers must secure their provisional booking by returning the signed copy of the booking confirmation within 14 calendar days of making the provisional booking. If the signed form is not returned within the specified time, the booking may be released and offered to another hirer.
- Depending on the length/type of booking, a deposit may be required to secure your booking.
- We will send you an order acknowledgement to confirm your booking.
- Bookings are between 9am and 5pm Monday-Friday, unless otherwise agreed with the Roundhouse.
- If you have any changes to your pre-agreed arrangements you need to email hire@roundhousebirmingham.org.uk prior to your visit. This may incur additional charges.

PAYMENTS

- Bookings will receive an invoice for the outstanding amount following the hire date.
- Cancellation within 48 hours of the booked date - bookers will be liable to pay the full charge of the booking.
- Roundhouse Birmingham reserve the right to postpone or cancel any booking in the event of the building being unexpectedly closed. We will give the booker as much notice as possible of a postponement or cancellation and will endeavour to rearrange the hire to an alternate suitable date.
- The Roundhouse has comprehensive risk assessments in place. However, it is the responsibility of the organisation hiring the venue to carry out a risk assessment for their groups. To assist, we provide a general risk assessment information sheet. We also offer a free preliminary visit.
- Access information about the building is available on our website.
- We welcome your comments and feedback, and are always looking to improve our service. If you have any feedback please contact our Operations Manager at hire@roundhousebirmingham.org.uk.

DATA PROTECTION

- We will hold your data securely and use it only in accordance with our privacy policy.
 - Our privacy policy is available to view on our website.
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