

# ROOM HIRE TERMS & CONDITIONS

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2025





# ROUNDHOUSE ROOM HIRE

## GENERAL TERMS

- All bookings must be made in advance directly to Roundhouse Birmingham staff via the contact form. 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 form and paying the 50% deposit within 14 calendar days of making the provisional booking. If the signed form is not returned or the deposit not received within the specified time, the booking may be released and offered to another hirer.
- We will send you an order acknowledgement to confirm your booking.
- Bookings are available 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](mailto:hire@roundhousebirmingham.org.uk) prior to your visit. This may incur additional charges.
- If you are interested in hiring the courtyard, please email, [events@roundhousebirmingham.org.uk](mailto:events@roundhousebirmingham.org.uk) to discuss.

## PAYMENTS

- Bookings will receive an invoice for the deposit and balance. The deposit is payable no later than 14 days before the hire date. The outstanding balance payable by two weeks 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 group. To assist, we can offer a free preliminary site visit.
- Access information about the building is available on our website - please get in touch with [accessibility@roundhousebirmingham.org.uk](mailto:accessibility@roundhousebirmingham.org.uk) for a more detailed support.
- 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](mailto: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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