



Terms and Conditions of hire for KA Facilities (Bedford) Ltd - King's House 2025-2026

Thank you for choosing King's House for your Event. It is important that you understand your legal obligations when you make a booking with us. (see definitions of terms below)

1. A Binding Contract

The contract is between you and us. You accept responsibility for paying all charges arising under this contract. The contract is governed by English Law and any relevant regulations of Trust. You may not transfer your rights or responsibilities under this contract to any other person or organisation.

2. Making a Booking

All bookings made with us are granted strictly for the purposes specified on the confirmation email. For commercial companies, the booking will be accepted only following receipt of a confirmation email, or purchase order sent by the company or authority representative. By confirming a booking you agree to these terms and conditions. Invoices are issued after the event and payment is required within 30 days of receipt. If you are booking the building on behalf of a registered charity (and claiming a charity discount from us) then proof of the charitable status of your organisation, and your authority to book on behalf of it, may be required. The Trust welcomes bookings for events from across the community. However we reserve the right not to accept bookings (or to cancel bookings already accepted in some circumstances) when the booking would:

- * Conflict with the purpose of the Trust; or
- * Cause offence on the grounds of religion to Christians; or
- * Not comply with the doctrine of the Trust / Church; or
- * Conflict with the strongly held religious convictions of a significant number of the attendees of the church.

In the event of such circumstances coming to our attention after receipt of the booking form and/or payment of a deposit we shall remain entitled to cancel the booking and will return any deposit. If you wish to discuss this policy, either before making a booking or in relation to an existing booking please contact the Facilities Operations Manager. By providing a confirmation email or purchase order reference number, you agree to pay the Total Hire Cost within 30 days from the date of invoice. **For private parties the hirer must be 21 years of age or over and must attend the event and must be present as the responsible person throughout the event.** A deposit of 20% of the Total Hire Cost or £100, (whichever is the greater) is required before a private party booking is considered accepted. Full payment is required 7 days before the event. A refundable cleaning deposit of £200 is required which is held by the trust until after the event.

3. Cancellation

If you decide to cancel or postpone the Event you will still be liable to pay the following charges:

Written Notice Received By Us (Working Days before the Event)	% of Costs Payable By You
Between 30 and 60 days	25% of room hire only for bookings over 60 delegates
More than 30 days	No charge for bookings of less than 60 delegates
Between 15 – 30 days	50% of room hire only
Between 4 – 14 days	75% of total hire cost including all services
Less than 3 days	100% of total hire cost including all services

If you cancel your event and, in the opinion of the Facilities Operations Manager, book a similar event to be held within a period of 21 days, 30% of the cancellation fee will be credited to the re-booked event. We reserve the right to cancel the Event for reasons that are beyond our control. If this happens we will make every effort to offer you a suitable alternative. We also reserve the right to substitute the room you have booked for a different one. We also reserve the right, in our absolute discretion, to cancel this contract without liability to you if you are in arrears of previous payments or the Trust becomes aware of any significant change in your circumstances or, aspects of the Event content that would adversely affect the reputation of Trust should your Event proceed.

4. Opening and Closing Times

King's House is open weekdays from 8.30am to 5:30pm. Evening, weekend and bank holiday bookings are subject to an additional charge. Your Event will start and end at the agreed times and all your Event Attendees will have vacated the building no later than 30 minutes following the end of the Event. Access times should take into account setting up and clearing away time and be clearly specified on the booking form. Events that over-run these times are subject to an additional hourly charge.

5. Catering

Our on-site coffee shop is able to cater for your event. A copy of our menu will have been sent at the time of enquiry. Minimum and maximum numbers may apply to certain menus. Catering needs to be booked 5 days before the event and final numbers and dietary requirements must be confirmed 48 hours prior to the booking (or by 4.30pm on a Thursday for a Monday booking). Please note that a reduction of numbers on a booking up to 5 days prior will result in a 100% charge being made. You or your Event Attendees are not permitted to bring food or drinks into King's House to eat or drink without our prior agreement.

6. Use of King's House

The following are not permitted at King's House: Smoking; encroachment into areas not included on the booking confirmation; obstruction of any corridors, fire escapes, toilets or any other area of King's House; the display of any offensive material

7. Behaviour of Event Attendees

You will make sure that your Event Attendees behave in such a way that they do not cause a nuisance or unreasonable disruption to the Trust, our employees, or to anyone else using or visiting King's House and we reserve the right to terminate the stay of the person(s) involved or all Event Attendees.

8. Liability

You agree to pay any loss or liability of any kind to us or any other person caused by you or any of your Event Attendees and to indemnify the Trust in full against all injury (including death) to any persons or loss of or damage to any property

which may arise out of any negligence, act of omission by you or your Event Attendees. If any damage caused by your event prevents facilities and services being used whilst the damage is made good, you will be charged for any revenue lost during this period. We advise that you obtain insurance and are fully insured against all losses or liabilities. We cannot accept responsibility for loss of or damage to property or vehicles belonging to you or any of your Event Attendees, however caused.

9. Safeguarding

When renting rooms within King's House to third party groups, King's Arms Trust takes all reasonable steps to ensure that the group's proposed activities do not present a safeguarding risk. This is done by:

- you taking all reasonable steps to ensure that no person is at risk of harm in the course of the group's activities (including by conducting your activities in accordance with best safeguarding practice);
- ensuring that your activities are covered by an insurance policy providing public liability cover in respect of any claims arising out of the group's activities in relation to children and vulnerable adults taking part in your activities;
- ensuring that you have a safeguarding policy that is the equivalent to our policy. If you do not, through agreeing to these terms and conditions, you are invited to sign up to *our* safeguarding policy, including *our* Code of Conduct, as part of the letting agreement.

Failure on the part of the third-party group to comply with the above three points constitutes a breach of the agreement and may, depending upon the severity of the failure, result in the agreement being terminated. If a third-party group is unwilling to accept these terms the Trust declines to allow it to use the premises.

10. Services provided by other parties

The Trust cannot accept any liability for any costs connected with services you arrange directly with other providers.

11. Equipment

Equipment is available for hire and should ideally be requested at the time of booking. Portable PA system, LCD projectors, Flip charts, cabaret tables & cloths, coat rails and lectern. The auditorium PA system may only be operated by King's House technicians and must be requested at least 2 weeks in advance. Our insurance stipulates that any electrical equipment brought on site must hold a current valid PAT test that can be visibly seen and checked. We may insist that uncertified equipment be removed. Please let us know at the time of booking if you are bringing your own equipment.

12. Using the Trust's name without permission

You may not use the name of the Trust, King's House, King's Arms Church, our logos, or any photographs of our premises, internal or external, without our prior written permission.

13. Health & Safety

You must ensure that event attendees are familiar with the evacuation procedure and the location of fire exits and escape routes. You should never block any fire exit or escape route. The use of candles and pyrotechnics is strictly forbidden. You should ask any smokers to smoke in the designated smoking shelter in the front car park and use the cigarette bin provided.

King's House
245, Ampthill Road
Bedford MK42 9AZ

t: 01234 306500
e: facilities@kingsarms.org
www.kingshousebedford.org