TERMS AND CONDITIONS OF HIRE

LONDON SCHOOL OF OSTEOPATHY

These Terms and Conditions form part of the Room Hire Agreement between the Hirer and the London School of Osteopathy (LSO).
The Hirer agrees to comply with these Terms and Conditions and the accompanying Health & Safety Information.

1 Definitions and Interpretation

1.1 LSO - means London School of Osteopathy, The Grange, 12 Grange Road, London, SE1 3BE.

1.2 The Hirer - means the person or organisation as set out on the Room Hire Booking Form.

1.3 The Premises - means the London School of Osteopathy, The Grange, 12 Grange Road, London, SE1 3BE.

1.4 Total Amount Due - means the total amount that the Hirer is required to pay to the LSO as set out on the Room Hire Booking Form.

2 Use of Premises

2.1 The Hirer shall not use the Premises for any purpose other than that described on the Room Hire Booking Form and shall not sub-hire or use the Premises or allow the Premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the Premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol on the Premises without prior written permission of the LSO.

The Hirer shall be responsible for obtaining any licences required by law.

3 Public Safety Compliance

3.1 The Hirer shall comply with all conditions and regulations made in respect of the Premises by the Fire Authority, Local Authority, the Local Magistrate's Court or otherwise.

4 Electrical Appliance Safety

4.1 The Hirer shall ensure that any electrical appliances brought by them to the Premises and used there shall be safe and in good working order, and used in a safe manner and have been tested in accordance with current safety testing requirements.

5 Alterations

5.1 The Hirer must not make any alterations to the Premises without LSO's prior written consent.

6 Food and Drink

6.1 The Hirer shall not allow food or drink to be consumed within any of the rooms of The Grange except in the kitchen area. Where licences are required for the proposed activity, the Hirer shall be responsible for obtaining them.

7 General Regulations

7.1 The Hirer shall ensure that the following conditions are adhered to in full:
- No preparation may be applied to the floors.
- No interference with any equipment, books or any other materials.
- No interference with the heating system.

8 End of Hire

8.1 The Hirer shall be responsible for leaving the Premises and surrounding area in a clean and tidy condition, and any contents temporarily removed from the location to their original place. If this condition is not complied with, the LSO shall, at its discretion, make a charge to the Hirer.

9 Insurance

9.1 The Hirer is required to have adequate Public Liability Insurance in place for the use of the Premises. The level of indemnity of the Public Liability Insurance must be no less than £1,000,000 for each and every claim.

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Terms and Conditions of Hire (continued)

10 Health & Safety

10.1 The Hirer acknowledges that they have been provided with a copy of the risk assessment for the Premises. If the Hirer, for any reason, considers that their risk assessment document requires any amendment to reflect the Hirer's proposed use of the Premises, they must make the LSO aware and provide details in writing of the necessary amendments.

10.2 The Hirer agrees to comply with the terms set out in the Health and Safety Information document.

10.3 The Hirer acknowledges that they are familiar with the following:
• Fire alarm points
• Fire evacuation procedures, routes, refuge point and assembly point
• Location of first aid kit
• Location of the accident reporting book

10.4 In accordance with the Premises' fire evacuation plan, the Hirer is required to:
• Keep a register of people in the Premises and people who leave the Premises early.
• Familiarise all participants with the position of fire evacuation routes, and the fire assembly point (go outside the front door, turn left and cross over to the memorial statue).
• Ensure that all necessary arrangements have been made to evacuate wheelchair-bound participants from the building or to the fire refuge point.
• At the end of the session, if it is the last session, the event organiser must make sure the fire exits are locked before leaving the building.

11 Safeguarding

11.1 Where children or vulnerable adults are present, the Hirer is responsible for ensuring that appropriate safeguarding arrangements are in place.

11.2 The Hirer shall ensure that all staff, volunteers, contractors and representatives involved in the activity comply with relevant safeguarding legislation, guidance and good practice.

11.3 The Hirer is responsible for obtaining and maintaining any safeguarding checks, including Disclosure and Barring Service (DBS) checks, where required by law or good practice.

11.4 The London School of Osteopathy reserves the right to request evidence of safeguarding arrangements where activities involve children or vulnerable adults.

12 Booking, Payment and Cancellation Policy

12.1 A deposit of 50% of the total booking fee is required to secure and confirm a booking. All bookings are subject to availability.

12.2 The remaining 50% balance must be paid at least 7 calendar days before the booking date. For bookings made within 7 days, full payment is required at the time of booking.

12.3 Cancellation and Refunds
The following cancellation terms apply to the total booking fee:

Cancellation notice	Refund
More than 14 days before the booking	Full refund, including the deposit
7-14 days before the booking	50% refund; the deposit is retained
Less than 7 days before the booking	No refund; the full booking fee remains payable

12.4 Cancellation Requests

All cancellation requests must be submitted in writing to roomhire@lso.ac.uk. The date the email is received will determine the applicable refund.

12.5 Outstanding Payments

Failure to pay the outstanding balance by the due date may result in cancellation of the booking. Any outstanding charges will remain subject to the cancellation terms above.

12.6 Refund Processing

Eligible refunds will be processed within 14 working days of confirmation of cancellation.

13 Right to Refuse Bookings

13.1 The London School of Osteopathy reserves the right to refuse or cancel bookings where the proposed use of the premises is considered unsuitable or incompatible with the purposes of the institution.

14 Force Majeure

14.1 The London School of Osteopathy shall not be liable for cancellation of bookings due to circumstances beyond its reasonable control, including but not limited to severe weather, utility failure, government restrictions or emergencies.

15 Governing Law

15.1 These Terms and Conditions shall be governed by and interpreted in accordance with the laws of England and Wales.