



FOUNDATION 92 COMMUNITY HUB TERMS & CONDITIONS

I. Service Mission:

The venues of Foundation 92 Community Hub are available for booking and suitable for counselling, activities, events, seminars, workshops, and training etc.

II. Booking Time:

Monday-Sunday (7:00am-11:00pm)

*Technical support is available during office hours.

Office Hour: Monday – Friday (8:30am-16:30pm)

Minimum time will be 2 hours. Booking time after the initial 2 hours will be calculated hourly.

III. Application Procedures:

1. Applicants can download the application form through F92's website and send email to marco.wong@foundation92.co.uk directly.
2. Application should be submitted if possible 14 days before the booking date. The maximum period of booking in advance is 3 months.
3. Selection of successful application is on a first-come-first-serve basis and is decided by the nature of activities. Applicants will be informed within 7 working days after application form received no matter if the application is successful or not.
4. Invoice will be sent to the applicant by email once the application is accepted. If you would like to receive a hard copy by post, please contact us for arrangement.
5. Confirmation Letter will be sent to the applicant by email once payment is well received by Foundation 92.
6. No telephone booking is accepted.
7. A short introduction on the use of equipment and facilities will be arranged for the successful applicant 2 days prior to the booking day.

IV. Payment:

1. Payment should be settled on or before the due date shown on the invoice. On failure to do so, the booking application will be cancelled.
2. If an application is made less than 7 working days prior to the booking date and is accepted, payment must be settled immediately by deposit, Foundation 92 bank details will be sent by email. Please email the payment record to us for our record.
3. When payment is well received by Foundation 92, receipt(s) will be handed to applicants on the booking date. If you would like to receive a hard copy by post, please contact us for arrangement.

V. Cancellation / Postponement of Booking:

1. Once an application is accepted, a notice of cancellation shall be made by a written form. Foundation 92 will not accept any application for postponement. Applicants should cancel their booking and make a new booking.
2. If the notice is received 7 days before the booking date in case of cancellation,
 - 50% of the total service fee will be charged by the Foundation 92 while the balance will be refunded to the applicants.
3. If the notice is received less than 7 days before the booking date in case of cancellation,
 - All payment will not be refunded.

VI. Fire Safety

Smoking is not allowed in any part of the buildings. This includes smoking “out of a window”. The Hirer shall ensure that there is no interference whatsoever during the period of hire with fire extinguishers or any other firefighting equipment except in the case of emergency. The Hirer must not interfere with fire doors and doors fitted with automatic closers (no fire door should be wedged or held open by any object). The Hirer shall keep every corridor, passage, and exit of all rooms clear of obstruction and ready for use in an emergency. No naked flame should be used by the Hirer under any circumstances in Foundation Community Hub.

VII. Arrangement under bad weather:

Foundation 92 will not be responsible and will not pay any compensation where we are preventing or delayed from performing our obligations due to an event beyond our reasonable control, including but not limited to flood, pandemic, epidemic, a public health emergency, a governmental, regulatory authority, federal and or state mandated closure, earthquake, mechanical breakdown, IT failure, fire, adverse weather conditions, acts of terrorism, gas, water or other utilities.

VIII. Booking Regulations:

1. Applicants and users must comply with all venue booking rules defined by Foundation 92.
2. Applicants and users may begin to use the venue up to 30 minutes before the booked time and should return the venue on time.
3. Applicants should clean the area use and revert back to the original setting of equipment or facilities and before leaving the venue.
4. Applicants are responsible for compensation for any damages or losses of facilities.
5. Applicants should submit relevant information to Foundation 92 Community Hub 5 working days before the reserved date if a change of venue facilities is required.
6. Applicants must not transfer the venue to other groups or individuals.
7. Applicants are responsible for personal injury or property damage to their users during the use of the venue.
8. Smoking and gambling are prohibited alongside facilitating an under 18 drink alcohol in Foundation 92 Community Hub is punishable by UK law.

9. Foundation 92 Community Hub has the right to terminate the use of the venue if the applicants or users violate the rules mentioned above without any refund.

IX. Enquiries:

Office hours:	Monday to Friday	8:30am – 16:30pm
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Email: marco.wong@foundation.cco.uk

Phone: 0754 883 2466

Office and correspondence address:

St James's House, Pendleton Way, Pendleton, Salford, M6 5FW

(Please mark "Venue Booking" on the mail.)

We reserve the right of final decision on booking application.

– We reserve the rights to amend and revise the above regulations without