



**HAMPTON**

## **The Bungalow, Oldfield Centre**

Oldfield Road, Hampton, TW12 2HP

### **MTV Youth Bungalow – Conditions of Hire**

- The MTV Youth Bungalow (“The Bungalow”) is operated by the MTV Youth Hampton Charity.
- The cost of the hire will be based on the number of hours The Bungalow is hired, setting limits for half and full day bookings. Upon submitting a hiring request hirers will be advised whether a £100 deposit will be required. This will need to be paid via a PayPal link sent our by the Management team. Deposits can be paid via PayPal funds or a variety of credit cards. Deposits will be refunded after successful completion of the booking (the Management Team may refund only a partial amount to account for any damage/breakages or cleaning which needed to be completed after the booking.
- A booking is not deemed as accepted until it has been confirmed by the Management Team. Payment of a booking does not represent an acceptance of a booking.
- A cancellation fee of 50% of the hire charge will be incurred if the booking is cancelled within 14 days of the booking.
- The hirer must ensure that the period of letting is adhered to and in particular The Bungalow must be completely vacated by 9.00pm.
- The number of persons must not exceed 30.
- Please do not drag chairs across the floor.
- At the end of the letting all the hirer’s equipment must be removed and any rubbish put in the outside bins (there is a black sack in one of the kitchen drawers). The floors must be swept (or mopped if appropriate) and the chairs and tables returned to their original positions and generally The Bungalow left in good order. Full cleaning services are available as an option by prior arrangement.  
All lights and all electrical equipment in the kitchen (except for refrigeration) must be turned off. Finally all outside doors must be locked.
- Any damages or breakages must be reported to the Bungalow Management Team promptly.

- You agree to abide by the Safeguarding Policy of MTV Youth Hampton. A copy is available from the charity website: <https://www.mtvhampton.org.uk/safeguarding-policy/>
- Booking of the Bungalow is not available for events selling tickets & requiring a Temporary Event Notice.
- **Safety Regulations:**
  - No smoking is allowed on the premises and the use of any naked flame is not permitted. The hirer should ensure that they understand the evacuation procedure and the location of fire extinguishers and first aid kit.
  - Parking is only available on Oldfield Road unless prior arrangements have been made with St.Mary's CoE Primary School.
- Insurance for the event is the responsibility of the hirer. (The Bungalow does not hold public liability insurance.)
- **The Bungalow Management Team accepts no responsibility for any damage, loss, theft or injury however caused whilst The Bungalow is in the use of the hirer.**