

INTRODUCTION

Cromwell Youth Trust (**we, us, our**) have opened access to our Youth Centre, The Hangout, to organisations and services that are looking to require space for use. Our building has a maximum capacity of 50 pax.

CHANGES TO THIS POLICY

We may change this policy by uploading a revised policy onto the website. The change will apply from the date that we upload the revised policy.

BOOKING AVAILABILITY, TIME/S & COST

Our Youth centre is available for a booking request for the following:

- ▲ A fee of \$20 per two hour booking is required. Payment is to be made within 7 days of confirmed booking or at least 24hrs prior to your booking date – whichever comes first – if payment is not made then your booking can be cancelled.
- ▲ Bookings are only available from Monday, Tuesday, Wednesday, Thursday and Friday
- ▲ For **TWO HOUR** intervals (8am – 10am, 10am – 12pm, 12pm – 2pm, 6pm – 8pm & 8pm – 10pm)
- ▲ We are unable to accommodate any bookings between 2pm – 6pm. No exceptions.
- ▲ Our bookings are subject to availability

If possible, we will do what we can to accommodate your request/s

SETUP AND INCLUDED SERVICES

The rental of our Youth Centre includes the use of the following:

- ▲ *Kitchen (including fridge, oven, cutlery, plates, bowls and other general items)*
- ▲ *Toilet facilities*
- ▲ *Air Conditioning (we require this to be turned off prior to leaving)*
- ▲ *Table and Chairs (including lounges and bean bags)*
- ▲ *Pool Table and Foosball*

We allow renters to bring along their own belongings as long as it will not damage or interfere with the current setup.

CONFIRMATION

Our online booking system does not guarantee a booking until our Youth Workers have responded and confirmed the booking date/s and time/s. Additionally, bookings are subject to cancellation if payment has not been provided within 7 days of confirmed booking or within 24hrs of your booking date – whichever comes first

ACCESS TO PROPERTY

On confirmation of your booking CYT will provide details to access our building. It is the responsibility of the organisation and/or individual who will be booking the space that they keep the access information private and confidential. Loss of our key will be the financial responsibility of the organisation and/or individual to replace at their expense. If the organisation and/or individual feel the access information has been compromised then they are to inform CYT immediately.

DAMAGES, THEFT, BREAKAGES

The renter is responsible for any damage, breakage or theft caused by himself/herself or by one of his/her participants/guest. The customer undertakes to refund any damage to Cromwell Youth Trust Youth Centre.