



CASPA CAFÉ @ SOUTH STREET TERMS AND CONDITIONS

Payment

- An invoice for the event will be e-mailed to an agreed e-mail address.
- Payment for all bookings must be made within 7 days from date of invoice.
- Long-standing bookings will be invoiced at the beginning of each month.
- In the event payment is not received within 30 days from date of invoice, an administration charge of £25 will be added to the final invoice. In addition, the Board of Trustees reserve the right to cancel all future bookings and refuse future bookings.

Cancellations

- In the event of a cancellation you must give written notice to cafemanager@caspabromley.org.uk 5 working days prior otherwise the Client will be liable for 50% of the cost then 3 working days prior for 100% of the cost of the event.
- In case of any changes to the booking, client must notify by emailing cafemanager@caspabromley.org.uk

General Conditions of Use

- Smoking is not permitted anywhere within building.
- The Client is responsible for notifying the Café Manager immediately regarding any spillages, breakages and damage to the walls and furniture the Café space and for paying fully for any breakages and damage caused by themselves or those attending the event.
- The Client may not grant broadcast (sound or television) or filming rights without the prior written consent of CASPA.

Children

- A responsible adult must supervise all children at all times.

Liability

- The Client undertakes to comply with all applicable Health and Safety Rules and Regulations.
- All fire exits and passageways shall be kept free from obstruction at all times.
- CASPA Cafe shall not be liable for any loss or damage to property or goods used or exhibited during hire or left by the Client or persons attending the event.