



Terms and Conditions of Hire – Station Gallery

1. Bookings:

50% deposit is required on booking, with the balance to be paid no later than 5 working days prior to hire date.

2. Use of the Facilities

During the use of the Gallery, the client, their representatives and agents shall;

- a. Make every effort to comply with all health and safety regulations applicable to the Gallery.
- b. Not make any alterations to lighting or amplification or other electrical systems within the Gallery.
- c. Not allow any disorderly, improper, dangerous or destructive conduct whilst on the site and shall comply with any reasonable request made by the employees of The Supplier.

3. Queries & Complaints

Any complaint in relation to an event must be made to the supplier in writing within 7 days of the event date, after which no consideration will be given to such complaint and the supplier will be entitled to payment in full.

4. Cancellation Policy:

By the Supplier: The supplier may cancel the booking if the Gallery or any part of it needs to be closed for maintenance work or for any other reason beyond reasonable control.

By the Client: The supplier reserves the right to apply cancellation charges as follows:

Less than 2 weeks' notice charged at 50% less than 1 week notice charged 100%.

5. Liability:

The supplier will not be liable to the client or persons attending the event for any personal injury or loss or damage to property except on the occasion that, and to the extent to, it has been negligent.