

Meeting Point at Kennet Island

Terms and Conditions

BOOKING INFORMATION

The Meeting Point, on the ground floor of Tean House, can be hired by residents and non-residents of Kennet Island during the hours of 10.00 to 22.00. Maximum hire for 8 hours.

Maximum of 30 people – including children.

A fee of £15 per hour for residents will be required for private functions.

£20.00 for non-residents per hour will be required for private functions.

The Fee is required at one week before the date of function. Failure to make use of the reserved booking and failure to comply with these Terms and Conditions will result in losing the hire cost for the reservation/s missed.

If your booking is on the weekend, it is your responsibility that keys are collected before 2pm on the Friday before. PBM cannot be held liable for non-collection of keys. Non-collection of keys could result in losing your booking.

Parking for visitors

5 Visitors Permits per party for private functions. Please park cars in the visitor bays ONLY displaying a visitor's permit. Parking permits can be obtained from the Estate Office in Heron house RG2 0GJ in advance of an event when collecting the key.

If you would like to use the room, please email kennetisland@pbm-property.com or contact us on 0208 2361270

The room will be checked before you use it and any defects noted by a representative of PBM. If there are any damages after the room has been used, please report these as soon as possible.

This is not an exhaustive list, but anyone who uses the community room should ensure the following and if any of the following not adhered to PBM reserve the right to charge an additional fee for any damage caused

- Occupants to carry out their own Fire Risk and Health & Safety Assessments specific to their activities.
- To leave all of the cutlery, crockery, microwave etc, that has been used, cleaned and cleared away.
- Clear up any spillages
- Leave the room as you would expect to find it
- Ensure that all rubbish is placed in the bins provided or in a sealed bin bag (please take care to separate out any recyclables)
- Do not leave visitors unattended
- A responsible adult must be in attendance at all times (children's parties)
- If decorating the room, do not use **sellotape** or any other material that is likely to leave a mark!
- When leaving, ensure that all appliances and lights are turned off, and that all doors are locked.

Responsibilities

- Be considerate of those who live around Tean House.
- Do not make excessive noise at any time but particularly late in the evening.
- Please ask your guests to leave quietly.
- It is your responsibility to equip yourself with a First Aid kit if required as no First Aid kit is provided by PBM.
- The room should be vacated by 10.00pm
- No sub-letting
- No DJ's or loud music
- No Barbecues
- No fireworks
- No selling of alcohol