**Rules and Regulations for the Use of EUMC Hall/Facility**

In order for any function to be carried out in a smooth manner, the hosts and EUMC Trustee board must work closely together. We are always ready to co-operate with you in every respect so please do not hesitate to contact us to discuss any specific needs or requirements that you may have.

**NO ALCOHOLIC BEVERAGE IS ALLOWED IN OR AROUND EUMC PREMISES.**

**EUMC IS A NON SMOKING ENVIRONMENT.**

**Possession and Return**

Possession of the hall will be given at 11.00 a.m. on the day of function and will be taken back **one hour** after close of the function. PM functions MUST end at 1:00am.

**Booking and Payment**

Full payment for the rent of a hall is required at the time of booking. A booking is not considered as confirmed unless payment in full has been made. A hall that has been booked but yet to be paid for may be given away to another party if the other party makes payment prior to the person holding the booking. Charges – ($200 for EUMC member/ $350 for Non-members).

**Cancellation and Change of Date**

If you do wish to cancel the booking, we will make that date/hall available to other parties. If we get an alternate booking for the same date/hall, we will refund 75% of your booking payment. If we are unable to get an alternate booking, the full amount of your booking will be forfeited.

A change of date will be treated as a cancellation and the same rules will apply. A booking for a new date will have to be paid for in full at the time of booking.

**General**

* EUMC will not provide services for loading and unloading of goods and material to be used in a function.
* You may not remove any property that belongs to EUMC from the premises without permission.
* EUMC will NOT be liable for any loses for guest’ belongings/property damage whiles on the premises. All cars and items should be securely locked.
* Electric appliances and electrical fixtures and fittings may not be moved or tampered with. Any damages arising out of such acts will be added to the bill at the sole discretion of the EUMC Trustee.
* Any damage to walls, windows, furniture, fixtures and fittings will be added to the bill at the sole discretion of the EUMC Trustee.
* Any bills paid by cash must be settled with the Trustee and an official receipt duly obtained.

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**Signature of Applicant Date**