

Venue Hire Policy

1. Purpose

The purpose of this document is to set out the terms and conditions for the hire of AMI Spaces.

2. Scope

This scope outlines the parameters and regulations governing the hire of AMI's spaces and facilities, to ensure the proper use of the venue and facilities.

3. Venue Usage:

The venue shall only be used for the specific purpose and duration as agreed upon between AMI and the Client.

4. Personal Belongings:

AMI shall not be responsible for any loss or damage to personal belongings or lost property brought onto the premises by the Client or their guests.

5. Personal Injury or Incidents:

AMI shall not be held liable for any personal injury or incidents that are not directly related to AMI's fixtures and fittings. The Client and their guests are responsible for their own safety and wellbeing during the event.

6. Supervision of Children:

Children must be supervised at all times, especially in the garden area, near the pond, and fountains, to ensure their safety.

7. Prohibition of Combustible Items:

The usage of anything combustible, including candles, naked flames, fireworks, and flares is strictly prohibited on the premises or in immediate proximity.

8. Use of Confetti:

The use of confetti outside the venue is strictly prohibited.

9. Noise Restrictions:

The Client is not allowed to engage in activities that produce excessive noise, including drumming, honking, or other loud disturbances that disrupt the neighbours or violate local noise ordinances.

10. Food Safety and Hygiene:

The Client acknowledges that AMI does not take responsibility for food safety and hygiene. The Client shall ensure that the caterer hired for the event complies with all relevant health and safety regulations.

11. Prohibition of Pork and Alcohol:

The consumption or presence of pork or alcohol, including "non-alcoholic" beverages containing a minor amount of alcohol, is strictly prohibited on the premises.

12. Music in the Chapel:

Music played in the Chapel must be limited to instrumental or Nasheeds only, as it is a place of worship. Explicit or vulgar music and dancing are not permitted anywhere on the premises.

13. Kitchen Usage:

The Client may use the kitchen and equipment only under the supervision and in the presence of a designated site supervisor provided by AMI.

14. Liability for Damage:

The Client shall be held liable for any damage caused to AMI's property, fixtures, and fittings during the event. Any costs incurred for repairs or replacements shall be the responsibility of the Client.

15. Event Conclusion:

The event must be concluded within the agreed-upon hire time. Additional charges for any extra hours will be applicable if the client's event exceeds the allocated five-hour event slot.

16. Prohibition of food/drink and shoes in the Chapel:

Food/drink is strictly not allowed in the Chapel. Entering the chapel with shoes is also not allowed.

17. Parking Restrictions:

Parking is prohibited around the roundabout, drive, or grass areas of the venue.

18. Access to Venue:

The Client shall have access to the venue only after signing and agreeing to this Agreement.

19. Site Supervisor:

The Client must always adhere to the instructions of the Site Supervisor during the event.

20. Collection of items:

The Client must ensure that all external items including decorative items, fixtures, and personal belongings are promptly collected at the conclusion of the event.

Policy dated: 01/11/2023

Policy due for review: 01/11/2024