

# AZ Preston Hall Booking System

## Terms and Conditions

Welcome to the AZ Preston Hall Booking System. By using our online booking services, you agree to comply with and be bound by the following Terms and Conditions. Please read them carefully before proceeding with your booking request.

### 1. **Agreement Overview**

This Terms and Conditions agreement constitutes a binding contract between the AZ Preston Hall Administration and the individual or entity requesting the use of space and/or equipment ("Items") through our online booking system. By submitting a booking request, you acknowledge that you have read, understood, and agree to be bound by all terms herein.

### 2. **Booking Process**

All bookings must be made through the official AZ Preston Hall Booking System. Requests must include accurate and complete information about the event, including the name, contact details, event description, venue, date, time, and any required equipment.

### 3. **Eligibility:**

Bookings are open to residents, commuters, hall administration, external organizations, and other approved groups or individuals.

### 4. **Booking Approval:**

All booking requests are subject to approval by AZ Preston Hall Facilities Manager. Approval is not guaranteed and may be denied based on availability or suitability of the event, etc.

### 5. **Equipment Condition**

Individuals acknowledges that prior to taking possession, they have inspected the Items and found them to be in good, safe, clean, and proper working condition, except as noted in a signed inspection report. Acceptance of the Items constitutes the individual's agreement that they are received in acceptable condition.

### 6. **Usage Restrictions**

Individuals agree to use the Items solely for their intended purpose and in a careful, proper manner. Items shall not be: (a) used by any person other than the individual or their authorized agents without AZ Preston Hall's consent; (b) used in an unlawful manner or in violation of any regulations; (c) altered, modified, or repaired without AZ Preston Hall's prior written consent; (d) moved from the location specified in the booking without prior authorization.

### 7. **Usage Guidelines:**

All users must adhere to the specific usage guidelines for each venue, including capacity limits, noise restrictions, and cleanliness standards.

**8. Liability:**

Users are responsible for any damage caused to the venue or equipment during their booking period. AZ Preston Hall is not liable for any injuries or losses incurred during the event.

**9. Cancellations:**

Cancellations must be made at least 24 hours in advance.

**10. Compliance with Laws:**

All events must comply with local laws and regulations, including those related to health and safety.

**11. Right to Refuse Service:**

AZ Preston Hall reserves the right to refuse service or cancel bookings at any time for any reason deemed necessary.

**12. General Provisions**

This Agreement represents the entire understanding between the parties. No waiver or modification is effective unless in writing and signed by AZ Preston Hall. If any provision is deemed unenforceable, the remainder shall remain in full force. Customer may not assign this Agreement without AZ Preston Hall's prior written consent.