



SY Tutoring Education Centre

Conditions of Hire

Address: The Old Registry,
20 Amersham Hill,
High Wycombe,
HP13 6NZ

Contact: SY Tutoring Education Centre
Effective from: 01 February 2026

1. Definitions

- “Centre” refers to SY Tutoring Education Centre.
- “Hirer” refers to the individual, group, organisation, or business making the booking.
- “Space” refers to the room(s) or facilities hired within SY Tutoring Education Centre.

2. Bookings and Payment

- 2.1 All bookings must be made in advance and confirmed by the Centre.
- 2.2 Full payment or deposit (as agreed) must be made prior to the hire period in order to secure the booking.
- 2.3 The Centre reserves the right to refuse or cancel bookings at its discretion.
- 2.4 The Hirer must only use the space during the agreed times, including setup and clearing away.

3. Use of the Space

- 3.1 The space must be used only for the purpose agreed at the time of booking.
- 3.2 The Hirer must ensure that activities are lawful, safe, and respectful of the premises and neighbouring properties.
- 3.3 The Hirer is responsible for the behaviour of all attendees and must ensure appropriate supervision at all times, particularly where children are present.
- 3.4 The Hirer must not exceed the maximum capacity of the room.
- 3.5 Subletting or transferring the booking to another party is not permitted without written permission.

4. Care of the Premises

- 4.1 The Hirer is responsible for leaving the space in a clean and tidy condition.
- 4.2 Any furniture or equipment moved must be returned to its original position.
- 4.3 The Hirer is responsible for any damage caused to the premises, furniture, equipment, or facilities during the hire period.
- 4.4 The Centre reserves the right to charge for repairs, cleaning, or replacement where necessary.

5. Health and Safety

- 5.1 The Hirer must comply with all health and safety regulations.
- 5.2 Fire exits must remain clear and accessible at all times.
- 5.3 The Hirer must familiarise themselves with fire exits and evacuation procedures.
- 5.4 In the event of an emergency, the Hirer must follow evacuation procedures and notify Centre staff immediately.

6. Safeguarding and Supervision

6.1 Hirers working with children or vulnerable adults are responsible for ensuring appropriate safeguarding measures are in place.

6.2 The Centre accepts no responsibility for the supervision of children or vulnerable individuals during hire periods.

7. Parking

7.1 Six on-site parking spaces are available for visitors on a first-come, first-served basis.

7.2 The Centre accepts no responsibility for loss, theft, or damage to vehicles or their contents.

7.3 Hirers and attendees are encouraged to use public transport where possible. The Centre is conveniently located next to High Wycombe train station.

8. Noise and Consideration

8.1 Hirers must ensure noise levels remain reasonable and respectful of other users and neighbouring properties.

8.2 Activities that may cause disturbance may not be permitted.

9. Liability

9.1 The Hirer is responsible for their own insurance where applicable.

9.2 The Centre accepts no responsibility for injury, loss, or damage to persons or property brought onto the premises.

9.3 All personal belongings remain the responsibility of the Hirer and attendees.

10. Cancellations and Refunds

10.1 Cancellation notice must be provided in writing.

10.2 Refunds will be issued in accordance with the Centre's cancellation policy.

10.3 The Centre reserves the right to cancel bookings due to unforeseen circumstances. In such cases, a full refund will be provided.

11. Access and Security

11.1 The Hirer must vacate the premises promptly at the end of the hire period.

11.2 The Hirer must ensure the premises are secure when leaving.

11.3 Only authorised areas may be used.

12. Agreement

By confirming a booking, the Hirer agrees to these Conditions of Hire.

13. Deposit

13.1 A refundable security deposit may be required for certain bookings. The deposit amount will be confirmed at the time of booking.

13.2 The deposit is held to cover:

- Damage to the premises, furniture, or equipment
- Additional cleaning required beyond normal use
- Overtime charges
- Breach of the Conditions of Hire

13.3 The deposit will be refunded within 5 working days after the hire period, subject to inspection of the space.

13.4 The Centre reserves the right to deduct reasonable costs from the deposit where necessary.

14. Cancellation Policy

14.1 All cancellations must be made in writing via email.

14.2 The following cancellation terms apply:

- More than 7 days' notice: Full refund of any payments made
- 3–7 days' notice: 50% refund
- Less than 72 hours' notice: No refund

14.3 Deposits may be retained where cancellations occur within 72 hours of the booking.

14.4 The Centre reserves the right to cancel a booking due to unforeseen circumstances. In such cases, a full refund will be issued.

14.5 The Centre is not liable for any indirect or consequential losses resulting from cancellation.

15. Overtime Charges

15.1 The Hirer must vacate the premises at the agreed end time.

15.2 Additional time used beyond the agreed hire period will be charged at the following rate:

- Standard hourly hire rate plus 50% overtime surcharge
- Charged in 30-minute increments

15.3 Overtime charges may be deducted from the deposit or invoiced separately.

15.4 Continued or repeated overtime use may affect future booking eligibility.

16. Noise and Consideration for Other Occupants

16.1 SY Tutoring Education Centre is located within a shared building alongside other businesses. Hirers must ensure that noise levels remain reasonable and do not disrupt other occupants at any time.

16.2 Activities involving excessive noise, loud music, shouting, or amplified sound are not permitted unless agreed in writing in advance.

16.3 Noise must be kept at an appropriate level, particularly during normal business hours.

16.4 Doors should be closed where appropriate to minimise noise transmission.

16.5 The Centre reserves the right to request that noise levels be reduced immediately.

16.6 Failure to comply with reasonable noise requests may result in:

- Immediate termination of the hire
- Loss of deposit
- Refusal of future bookings