

# Sir John Cass Hall

## Summer Accommodation: Terms & Conditions



### Sir John Cass Hall

150 Well Street, London E9 7LQ

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Cass and Claredale Halls of Residence Association Limited  
A charitable registered society under the Co-operative and Community Benefit Societies Act 2014  
Registered Number 27158R

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The Guest agrees to accept and observe the following conditions which are designed to:

- Ensure the welfare of the Guest, other Guests, the Association's staff and members of the local community and
- Enable the effective management of the Hall in pursuance of the Association's objective.

The Association will provide the following at **Sir John Cass Hall, 150 Well Street, London E9 7LQ.**

### 1.1 ACCOMMODATION

Use of a single room furnished with a bed, mattress, desk, wardrobe, fitted shelf, mini-fridge and sink unit with the shared use of communal facilities of fully equipped kitchens, toilets and shower rooms, common area, study space and TV Room.

### 1.2 SERVICES

- Continental style breakfast served each morning
- Provision of bed-linen, towels and soap
- Provision of central heating, electricity and cold & hot water
- Use of broadband and Wi-Fi internet
- Weekly cleaning of rooms, change of bed-linen and towels
- Daily cleaning of communal spaces (kitchens, toilets/showers, common room, study space and TV Room)
- Cleaning of public areas (grounds)
- Reception open from 7.30am until midnight (weekdays) and 9.00am until midnight at weekends
- Parcels can be accepted via reception on behalf of guests On-site warden cover

## 2 CONDITIONS FOR BOOKING

### 2.1 PAYMENT

- a. Cass and Claredale HRA Limited would request each Guest to pay a weeks' deposit in advance if the booking is more than 7 nights or all rent in advance if the booking is under 7 nights. This payment will secure the booking. This deposit will be used as rent after check-in but is non-refundable in case of cancellation.
- b. Whilst in residence payment of rent shall be made always in advance either online, in person at reception or over the phone.

### 2.2 CANCELLATIONS

- a. Should the Guest, for any reason wish to cancel the booking, he or she will have to advise the Association in writing and not later than 24 hours prior to the date of arrival. In the case of any cancellation the deposit paid to secure the booking will be forfeited.
- b. Should any or all Guests not arrive on the booked date of arrival, Cass and Claredale HRA Ltd. will hold the booking for 24hours whilst trying to get in contact with the guest by the means provided. If no contact is successful, The Association will cancel the booking and retain the paid deposit after the 24hours.

### 2.3 AMENDMENTS

- a. Reasonable amendments can be made at no charge up to 24 hours prior to the day of arrival depending upon the nature of the change and availability.

# Sir John Cass Hall

## Summer Accommodation: Terms & Conditions

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### 3 CONDITIONS OF RESIDENCE

#### 3.1 CHECK-IN

- a. Arrivals – from 12pm (noon) on the day of arrival up to midnight.
- b. Guests must abide by the rules and regulations of the building.
- c. If any guest is asked to leave the premises due to contravening the conditions of residence stated below, he or she will still be responsible for the rent charge to the room for the whole duration of the booking.

#### 3.2 CHECK-OUT

- a. Departures – rooms must be vacated by 10.00am on the day of departure.
- b. All possessions must be removed from the rooms before departure. The Association reserves the right to dispose of any items left at the premises.
- c. Any departure later than 10.00am will incur a charge of an additional night.

### 4 CONDITIONS

#### 4.1 FIRE ALARMS

The Guest agrees:

- a. To read and obey the fire regulations issued by the Association;
- b. To be familiar with the evacuation procedures as instructed by the Association;
- c. Not to remove, damage, interfere or tamper with any fire prevention or firefighting equipment or notices or any such items provided to ensure the safety of guests. Guests are reminded that it is a criminal offence to tamper with any such items
- d. To, in particular, observe any conditions in the fire regulations which reasonably believes have neglected to follow these conditions and have caused a false alarm will be asked to leave the premises and their contract will be terminated
- e. Not to obstruct, block, interfere with or misuse any fire doors or fire escape routes.

#### 4.2 HEALTH AND SAFETY

The Guest agrees:

- a. To take reasonable care for the health and safety of both themselves and other persons who may be affected by their acts or omissions;
- b. To co-operate with the Association in maintaining the requirements of the Health and Safety at Work etc. Acts and other Health and Safety regulations;
- c. Not to interfere with, intentionally or recklessly, or misuse anything provided in the interests of health, safety and welfare on the Premises;
- d. Not to behave in a manner as to endanger themselves and other persons.

#### 4.3 BEHAVIOUR

The Guest agrees:

- a. To conduct themselves in a manner which does not disrupt or interfere with the peaceful residency of other Guests or members of the local community;
- b. Not to cause nuisance or annoyance to others;
- c. Not to commit any form of threat or harassment to others nor commit any act which causes physical harm to others;
- d. Not to play or allow to be played any radio, television, other audio equipment or musical instrument so loudly that it causes nuisance or annoyance to others;
- e. Not to cause excessive disturbance, particularly between 11.00pm and 8.00am;
- f. To observe any reasonable request from other Guests, members of the local community of the Association's staff to control excessive noise or behaviour;

# Sir John Cass Hall

## Summer Accommodation: Terms & Conditions

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- g. To observe any reasonable rules which the Hall Manager may issue from time to time which prohibit activities or actions which would cause a breach of the conditions (a) or (f) above.

### 4.4 PREMISES

The Guest agrees:

- a. To act responsibly towards the Premises to ensure that it remains a pleasant and safe environment for guests, visitors and Association staff and agents;
- b. Not to cause damage to the Premises, its fixtures and fittings and equipment contained within;
- c. Not to cause damage to property of other guests, Association staff or members of the local community;
- d. To maintain their accommodation in a clean and tidy condition, having particular regard to the areas which are shared with other Guests;
- e. To inform the Hall Manager promptly of any item which requires repair or replacement;
- f. Not to decorate, paint or alter any part of the Premises nor make any structural alterations or additions to the Premises;
- g. That the Association accepts no responsibility for loss or damage however so arising to the property of the Guest or their visitors;
- h. Not to use the Premises for any kind of illegal purpose.

### 4.5 GUESTS AND VISITORS

The Guest agrees:

- a. To take full responsibility for their visitors;
- b. To ensure that visitors comply with the conditions of residence, particularly in respect of those conditions regarding fire alarms (4.1), health & safety (4.2), behaviour (4.3), premises (4.4) and prohibitions and exceptions (4.7), and not allow them to commit a breach of these conditions;
- c. Not to let anyone share occupation of the Premises or any part thereof;
- d. To respect the right of the Association to refuse admission to the Premises of any visitor. Any person so excluded will, on entering the premises, be reported to the authorities for trespass. The Guest agrees not to invite or allow any person they know to be so excluded on to the Premises;
- e. Subject to 4.8(a) that the Association accepts no responsibility for loss or damage however so arising to the property of the Guest's visitors, and that they are invited on to the Premises on this understanding only.

### 4.6 MANAGEMENT OF THE ACCOMODATION

The Guest agrees:

- a. To allow the Association or its agents access to all areas of the Premises at any time;
- b. To occupy alternative Accommodation within the Premises on receiving notice from the Hall Manager;
- c. To keep safe any keys issued to the Guest and to report promptly to the Hall Manager if such keys are lost or stolen. A reasonable charge will be payable for replacement keys and locks;

### 4.7 PROHIBITIONS & EXCEPTIONS

The Guest agrees:

- a. Not to smoke within the Accommodation
- b. Not to keep or allow any animals on the Premises;
- c. Not to bring on to the Premises or store on the Premises firearms, offensive weapons, pyrotechnics (fireworks, flares, etc.), or any article, substance or liquid which is of a dangerous combustible nature;

# Sir John Cass Hall

## Summer Accommodation: Terms & Conditions

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- d. Not to use any fire escape or connecting fire door for any reason other than their intended use in case of fire or threat of fire;
- e. Not to use the courtyard or grassed areas for any recreational facilities. (e.g. football, rugby, Frisbee, cricket, skateboarding, rollerblading);
- f. Not to have water fights of any description;
- g. Not to use on the premises any high powered audio equipment, including mixing decks;
- h. Not to go onto any part of the roof or roof voids, equipment room or cupboards.
- i. Not to burn candles or incense in their bedrooms
- j. Not to use deep fat fryers

### **4.8 MISCELLANEOUS**

- a. Nothing in this Terms & Conditions shall affect the Guest's statutory or other legal rights.