

Welcome to

Conference and Banqueting



freedomleisure
where you matter

Table of Contents

Arun Leisure Centre	3
Littlehampton Wave	7
Bersted Park Community Centre	11
Windmill Entertainment Centre	15
Frequently Asked Questions	18
Contact Us	19
Conditions of Hire	20



Meeting Room

The Meeting Room is a smart and functional space, ideal for small meetings, interviews or team sessions. It comfortably seats 8 people around the table as pictured, but can accommodate up to 12 when fully utilised. For presentations or talks, the room can be arranged in a theatre-style layout to hold up to 30 people.



Training Room

The Training Room is a versatile space designed for workshops, seminars or team sessions. It can accommodate up to 50 people in a theatre-style setup, or up to 20 around a central conference table, making it ideal for both formal presentations and collaborative group work.



Fitness Studio

Our Fitness Studio measures 9 metres by 9.5 metres and offers a clean, open space well-suited to group activities and classes. It is fully air-conditioned for comfort and can hold approximately 70 to 90 people in theatre-style seating or up to 40 people in a cabaret-style setup, depending on your chosen layout.



Bramber (Dance Studio)

The Bramber Studio is a well-proportioned room measuring 12 metres by 12 metres, with capacity for approximately 150 people in a theatre-style setup. With its open design and generous natural light, it is ideal for performances, workshops or medium-sized events.



Gymnasium

At 16 metres by 16 metres, the Gymnasium is a bright and open space perfect for medium to large bookings. It can accommodate up to 300 people in theatre-style seating, making it a great choice for talks, presentations or active sessions requiring clear floor space.



Main Hall

The Main Hall is a large and versatile space measuring 26 metres by 32 metres when booked in full. It can be divided into two equal halves, each 26 metres by 16 metres, to suit a range of activities. With 300 chairs available, the hall can comfortably accommodate large numbers in a theatre-style setup, with plenty of additional space to spare. Ideal for sports, exhibitions, large gatherings or community events.



Facilities



Gym



Swimming



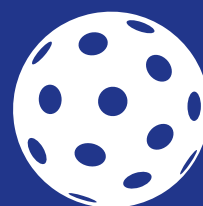
Group Exercise
Classes



3G Football Pitches



Badminton



Pickleball



Squash



Netball & Basketball



Swimming Lessons



Parties



Café



Soft Play

Venue and pricing

	Per Hour Inc. VAT*
Meeting Room	£14.25
Training Room	£33.00
Fitness Studio	£36.35
Bramber	£35.70
Gymnasium	£24.00
Main Hall (whole)	£71.25
Main Hall (half)	£35.50

Our venue hire includes

- Public Wi-Fi available throughout the Centre
- Public toilets and changing facilities readily available
- Large car park, free of charge, directly opposite the Centre
- Fully wheelchair accessible with accessible toilets
- Refreshments available upon request or the ALC Café is open 6:30am – 9pm daily

Furniture available:

- 300 chairs
 - 5ft x 2ft tables, quantity 8
 - 8ft x 2ft tables, quantity 2
 - All suitable for all locations
-
- Meeting Room has tables and chairs for up to 12 ideally but ideally 8 people (this furniture is not included in the listed furniture above)
 - Small projector available for the Meeting Room

Menus & Enhancements

Buffet Lunch £9.75pp inc. VAT

A balanced buffet lunch per person includes 3 mozzarella sticks, 3 chicken goujons, 3 veggie nuggets, 3 mini sausage rolls, 3 mini chipolatas, 1 sandwich, 2 savoury tartlets, cheddars and crisps, plus cherry tomatoes, cucumber and celery sticks.

Vegetarians/vegans and special dietary requirements can be catered for on request.
Menus and enhancements prices do not include room hire.

**Please be aware final pricing may differ by approximately £1 due to VAT calculations.*

Soft and hot beverages prices inc. VAT

Jug of Apple or Orange Juice	£5.40
Bottled Water	£1.40
Pot of Coffee for 9	£12.40
Pot of Tea for 9	£7.25
Packet of Biscuits	80p
Fruit	80p

Costa Coffee

	Small	Medium	Large
Americano	£2.90	£3.20	£3.55
Cappuccino	£3.60	£3.70	£4.20
Latte	£3.60	£3.70	£4.20
Flat White	£3.75		

**Please be aware final pricing may differ by approximately £1 due to VAT calculations.*

Main Hall

The Main Hall is our largest space, holding up to 566 people standing when booked in full. Half the hall can accommodate up to 200 standing, though due to potential noise transfer, this option is recommended for sporting use only. Seated capacity varies depending on layout and will be confirmed after a risk assessment.



Multi-Use Room

The Multi-Use Room is a flexible space ideal for meetings, training sessions or small events. It can accommodate up to 40 people standing, 20 in a conference-style setup or 40 in theatre-style seating. With a simple, open layout, it's well-suited to a wide range of activities.



Studios

We have two bright and spacious studios, each able to hold up to 40 people standing or seated, with capacity for 20 in a conference-style setup or 24 in theatre-style. For larger events, the studios can be combined into one open space, accommodating up to 100 standing guests or 80 seated, making it a flexible option for classes, workshops or community events.



Facilities



Gym



Swimming



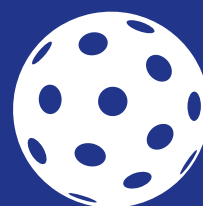
Group Exercise
Classes



Sauna



Badminton



Pickleball



Gymnastics



Netball & Basketball



Swimming Lessons



Parties



Café



Children's Activities

Venue and pricing

	Per Hour Inc. VAT*
Main Hall (whole)	£87.00
Main Hall (half)	£43.50
Multi-Use Room	£34.00
Studio 1 or 2	£35.00
Combined Studio	£70.00

Membership and multi-hour hire discounts are available on request. Please get in touch to find out more about our discounted rates.

Our venue hire includes

- Complimentary WI-FI
- Toilets
- Changing areas
- Less able access and toilets
- Up to 3 hours free parking
- Large wall mounted TV (Multi-Use Room only)
- Approx. 50 chairs and 8 tables

Menus & Enhancements

Sandwich Platter £9.50pp inc. VAT

A platter of freshly prepared sandwiches, served with crisps, fresh fruit, biscuits and a selection of instant hot drinks.

Vegetarians/vegans and special dietary requirements can be catered for on request.
Menus and enhancements prices do not include room hire.

**Please be aware final pricing may differ by approximately £1 due to VAT calculations.*

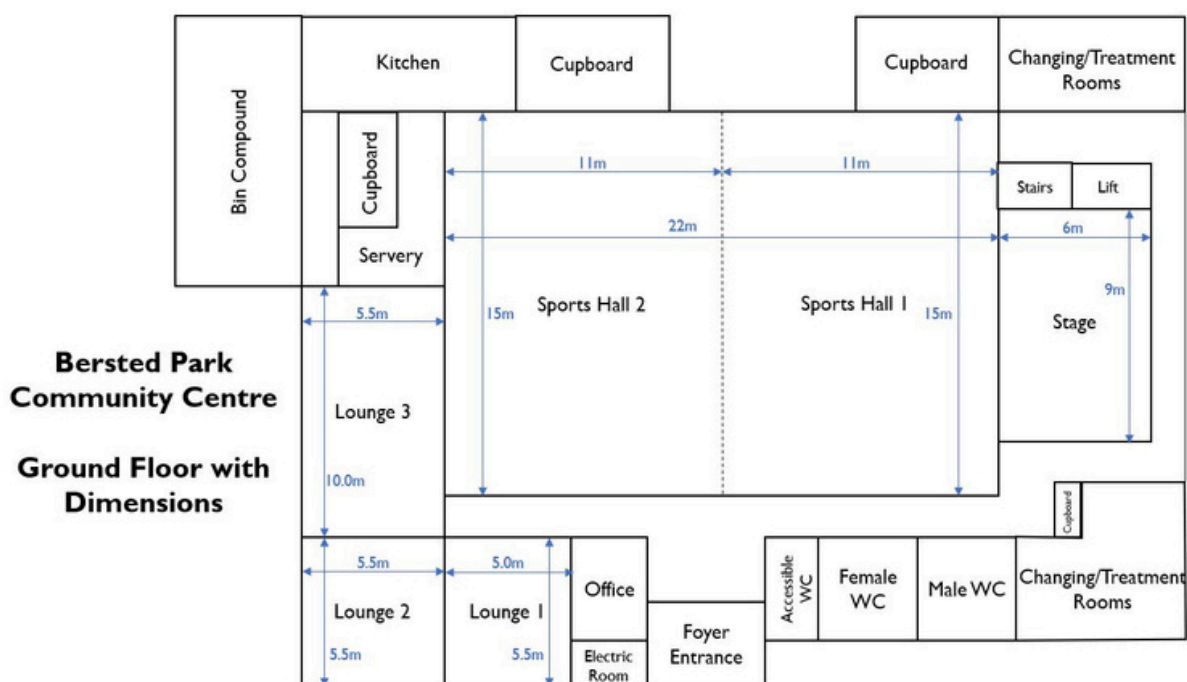
Hall

Each half of the hall can seat up to 200 people in theatre style or up to 90 with tables, using 15 small tables seating 6 each. The full hall offers plenty of space for 200 chairs and tables, making it ideal for large events. It's regularly used for activities like line dancing with space for dancing in the centre and seating around the edges.



Lounge 3

Lounge 3 is a comfortable and adaptable space, ideal for medium-sized gatherings, workshops or social events. It can seat up to 80 people in a theatre-style layout or approximately 48 people at tables, using 8 tables seating 6 guests each.



Facilities



Group Exercise
Classes



Badminton



Table Tennis



Short Tennis



Health Referral
Scheme



Parties

Venue and pricing

	Per Hour Inc. VAT*
Hall (whole)	£63.35
Hall (half)	£32.95
Lounge 3	£25.10

Our venue hire includes

Furniture available:

- 150 chairs
- 4ft x 2ft tables, quantity 17
- Large stage hire, price available upon request, including lighting & sound equipment
- Public toilets readily available
- Large kitchen available with hot water urn, dishwasher, sinks and serving counter
- 50 car park spaces around the centre
- Fully wheelchair accessible with accessible toilets
- Light refreshments available



Bersted's kitchen

Menus & Enhancements

Buffet Lunch £9.75pp inc. VAT

A balanced buffet lunch per person includes 3 mozzarella sticks, 3 chicken goujons, 3 veggie nuggets, 3 mini sausage rolls, 3 mini chipolatas, 1 sandwich, 2 savoury tartlets, cheddars and crisps, plus cherry tomatoes, cucumber and celery sticks.

Vegetarians/vegans and special dietary requirements can be catered for on request.
Menus and enhancements prices do not include room hire.

**Please be aware final pricing may differ by approximately £1 due to VAT calculations.*

Soft and hot beverages prices inc. VAT

Jug of Apple or Orange Juice	£5.40
Bottled Water	£1.40
Pot of Coffee for 9	£12.40
Pot of Tea for 9	£7.25
Packet of Biscuits	80p
Fruit	80p

Vegetarians/vegans and special dietary requirements can be catered for on request.
Menus and enhancements prices do not include room hire.

**Please be aware final pricing may differ by approximately £1 due to VAT calculations.*

Studio

Our studio space measures 5.3 metres by 15 metres, offering a bright and versatile environment ideal for fitness classes, group activities or workshops. With a clean, open layout and sprung flooring, this space is well-suited for a range of uses, from dance and yoga to community sessions and training events.



Facilities



Venue and pricing

	Per Hour Before 6pm Inc. VAT*	Per Hour After 6pm Inc. VAT*	Per Hour on Weekends Inc. VAT*
Studio	£18.00	£25.00	£25.00

Our venue hire includes

- Complimentary WI-FI
- Air conditioning
- Sprung floor (ideal for dance)
- Keyboard

Soft and hot beverages prices inc. VAT

Instant hot drinks with fruit & biscuits	£3.50pp
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*Please be aware final pricing may differ by approximately £1 due to VAT calculations.

Occasionally the studio may be unavailable, but we always aim to give as much notice as possible.

Menus & Enhancements

Sandwich Platter £8.50pp inc. VAT

Enjoy a selection of fresh sandwich platters, served with crisps, fruit, biscuits and instant hot drinks.

Tea & Scones £5.00pp inc. VAT

Enjoy a classic cream tea with freshly baked scones, served with jam, clotted cream and a choice of hot drinks.

Vegetarians/vegans and special dietary requirements can be catered for on request.
Menus and enhancements prices do not include room hire.

**Please be aware final pricing may differ by approximately £1 due to VAT calculations.*

Venue Hire



Frequently asked questions

Can I hold a provisional date with you?

Once you have been in for an initial meeting, we can provisionally hold the date for you for 7 days. In certain circumstances we can extend this provisional booking period.

What deposit do I have to pay when I confirm a date?

We will invoice you for a deposit of £100 of the room hire fee to secure your booking.

What are the maximum numbers that I can have for my event?

Our venues have specific capacities determined by seating, access and space. You can find maximum capacity for each suite on 'Our Rooms' page.

How long do I have to book the rooms for?

At our venue you only need to book the rooms that you wish to use for your specific booking times. There is a minimum hire period of two hours. We do ask that you ensure you include your preparation and clearing away time within these times.

What is provided with the hire of a room?

If you are hiring our rooms, we will provide and set up the tables and chairs in the agreed layout. Additional equipment or services required need to be agreed prior to the event.

Can we drop anything off the day before the event!

Although we do not have specific storage space available, we will try to store items for you if possible when requested. Please note that this will be at your own risk.

Can I use my own caterer?

This is not possible as we provide our own catering service in line with EHO standards.

Can I use the venue's PA?

Because our venue has such high specification equipment, only staff are allowed access. If you require music or sound please let our staff know prior to your event and we can discuss options with you.

Can I decorate the venue?

Yes, the suite is yours to decorate as long as this does not cause damage to the building or equipment in any way. Please note that we do not allow naked flames at any time.

Does the venue have a premises licence?

Yes, the venue holds a premises licence.

Anything else?

We will schedule a payment plan between yourself and the events manager.

Please confirm your actual numbers to the venue at least 14 days before the event, especially when booking catering.

If you cancel less than 31 days prior to the event, full payment will be required.

Payment information is on the invoice. Full details of our terms and conditions, including cancellations are available on request.



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Contact Us

Arun Leisure Centre



01243 826612



arunlc@freedom-leisure.co.uk



Felpham Way, Bognor Regis PO22 8ED

Littlehampton Wave



01903 725451



littlehampton@freedom-leisure.co.uk



Sea Road, Littlehampton BN16 2NA

Bersted Park Community Centre



01243 859108



bersted@freedom-leisure.co.uk



Lakeland Avenue, Bognor Regis PO21 5FF

Windmill Entertainment Centre



01903 722224



windmill@freedom-leisure.co.uk



The Green, Windmill Road, Littlehampton BN17 5LH



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1. INTERPRETATION

a. 'Agreement' shall mean that the agreement for hiring, signed by or on behalf of both the Company and the Hirer; b. 'Booked Period' means the period of any day or days reserved by the Hirer; c. 'Centre' means any part of the recreation facility under the control of the Company and including its grounds, car parks and access roads; d. 'Company' means Freedom Leisure and its subsidiary or associated companies and any officer authorised to perform any particular duty; e. 'Hirer' shall mean the person or persons signing the agreement or the Company or organisation on whose behalf the agreement is signed; f. 'Hire Period' means the period during which one or more bookings have been made and confirmed; the time period on each booked occasion includes the removal from stores, setting up, dismantling and returning to store of any equipment; g. 'Manager' includes the recreation supervisor duty Managers or operations controllers and any other member of staff authorised by them to perform any particular duty; h. 'Major Event' definition: A major event is defined as any booking in excess of four hours duration (outside of a normal domestic swimming gala); i. 'Minor Events': All other bookings shall be considered as Minor Events; j. 'Organisation' shall mean the Company or Organisation for whom the Hirer works or is employed; k. 'Seasonal Block Bookings' shall mean bookings of an annual or recurring nature; l. 'Series Of Lets' shall mean ten or more sessions for the same sport or activity taking place at the same centre with an interval between each session of at least one day and not more than fourteen days; The facilities are let out to a school, club association or an organisation representing affiliated clubs or constituent associations (such as a local league) and the person to whom the facilities are let has exclusive use of them during the sessions.

2. HIRER'S RESPONSIBILITY

The Conditions of Hire as set out below shall remain in force until such time that the Hire Period has been completed. Should the Hirer cease to work for or be employed by the Organisation before the Hire Period has been completed then the Hirer shall immediately advise the Manager that he no longer acts as Hirer for the Organisation and the Organisation will immediately provide a new Hirer authorised to sign a new Conditions of Hire Agreement. Failure to provide a new Hirer may result in the Hire Period being cancelled by the manager.

3. CORRESPONDENCE

All correspondence shall be addressed to the Manager at the relevant Centre.

4. BOOKINGS/PAYMENTS

Organisations must make an application in writing on the appropriate form, which may be obtained from the relevant Centre, at least 28 days before the date required for hire. Seasonal Block Bookings may not exceed the period specified by the Company. The Company reserves the right to refuse any application for any hiring.

5. VENUE

In all correspondence and advertising, the relevant Centre shall be referred to.

6. HIRING FEE

The Hiring Fee for use of facilities shall be determined by the Company. The Company reserves the right to alter charges without notice up to the time of confirmation of the booking by the Company.

7. ADMISSION

a. The manager will advise the Hirer of the maximum number of admissions that will be allowed for any event. Under no circumstance will the Hirer or Organisation allow the maximum number of admissions to be exceeded; b. Any person may be required to produce evidence of membership of an organisation using the premises; c. If such evidence cannot be produced, a separate admission fee will be charged. The manager may refuse the admission of any person, or may require any person to leave the centre without giving a reason for doing so, whether or not that person is a valid member of an affiliated organisation hiring the Centre.

8. PAYMENT

Payments shall be made as follows: a. Organisations will be invoiced for the hire period as specified by the Manager; b. Payment must be made within the time specified when making the booking. This will be confirmed on the sale invoice; c. Payment will be required prior the hire period beginning.

9. CANCELLATIONS BY HIRER

If a Hire Period is cancelled by the Hirer or the organisation for any reason then the following rebates on the hiring fee will apply.

a. For a cancellation within seven days or less before the Hire Period; 100% of the total hiring fee to be paid; b. For a cancellation between eight and fourteen days before the hire period; 50% of the total hiring fee to be paid; c. For a cancellation between fifteen and twenty eight days before the Hire Period; 20% of the total hiring fee to be paid; d. For a cancellation between twenty nine days or more before the Hire Period; no cancellation charge will be incurred; e. As A Series Of Lets are exempt from VAT the series is to be paid for as a whole. In the event of a cancellation part way through the booking a charge for VAT on the sessions that have already taken place will be made to the Hirer. In addition a cancellation charge based on 9a, 9b, 9c and 9d will be made to the Hirer for the outstanding proportion of the cancelled sessions. The above charges will be levied irrespective of whether facilities are subsequently rehired. In addition any other payments which have been made by the company in association with the Hire Period will be levied against the Hirer. Repayment of booking fees or any percentage thereof is in accordance with provisions of this paragraph, and will only be made if the cancellation is made in writing and received at the Centre prior to the booking date and within the periods specified above.

10. CANCELLATION BY THE COMPANY

The Company reserves the right to cancel any Booked Period or Hire Period and to end a Hire Period at any stage during it; b. The Hiring Fee already paid in respect of any period cancelled or terminated under 10a. (above) will be refunded; c. The Company will not be responsible for expenditure undertaken or loss incurred, by the Hirer in connection with a cancellation or termination under 10a. (above); d. The use of certain facilities within a Centre during a Hire Period may be prohibited and/or varied by the Company at any time and for whatever reason.

11. EQUIPMENT TO BE BORROWED OR HIRED

The Hirer shall agree with the Manager, not less than 14 days prior to the Booked Period the equipment required to be used during the Booked Period. If available, the Company will provide the equipment at the applicable rate of hire. Should the Company be unable to provide the required equipment, the hirer with the Manager's agreement be allowed to bring their own equipment to the Centre in which case use of that equipment will be the sole responsibility of the Hirer.

12. DAMAGE TO OR LOSS OF PROPERTY

Unless caused by its own negligence the Company accepts no liability for damage to, or loss of, any property or articles or things whatsoever, placed or left in the Centre or any part thereof, by an organisation, or member of any organisation, or any individual attending any Minor or Major Event.

13. PORTABLE ELECTRICAL APPLIANCES

No portable electrical appliance is to be brought into the Centre and used in the Centre without prior agreement of the Manager. Any such appliance must have been inspected beforehand in accordance with the current Institution of Electrical Engineers Regulations and bear a dated sticker, or other endorsement to that effect.

14. PROPERTY LEFT AT THE VENUE

The Company may remove or store any property left by the Hirer after the termination of the booking. If after receiving notice, the Hirer fails to collect the property within 7 days, the Company may dispose of the property without further notice to the Hirer.

15. DAMAGE CAUSED

The Hirer shall on demand pay to the Company, the reasonable amount incurred by the Company in repairing or replacing as appropriate together with the Company administration fee of 10% of the repair or replacement cost, any damage to the fixtures, fittings, apparatus, equipment, furniture or other contents thereof, by a person participating at the invitation of the Organisation in the use of facilities or premises (fair wear and tear excluded). The amount of such damage shall be certified by the Company whose decision shall be final.

16. INDEMNITY

The Hirer shall indemnify and keep indemnified the Company against all claims, demands, action or proceedings in respect of death of, or injury without limit to, any person or damage to or direct or indirect loss or damage to property belonging to any person during the course of, or in consequence of the hiring unless caused by the Company's negligence.

17. INSURANCE

a. It is advisable for the Hirer to take out any third party liability insurance with an insurance company of repute, to cover loss of or damage to property (whether the Company's or belonging to an individual) and injury or death of any person caused by the Hirer's negligence during the Hire Period or in connection with it.

b. The Hirer must satisfy themselves that the level of cover insured for will protect them from any potential claim. Such cover would not normally be less than £2 million however it is for the Hirer's to fix the amount of cover required; c. The Hirer is notified that the Company's insurance does not extend to property bought onto the premises in concession with the Hire, in respect of fire, theft, lost or any other damage. The Hirer should make separate insurance arrangements in respect of such matters.

18. FIRST AID INCIDENT OR OTHER EMERGENCY INCIDENT

a. In the event of accident, incident and/or injury, the Hirer will at once alert a member of staff of the Centre, who will take the appropriate action; b. A Hirer may be requested to provide additional first aid cover for larger events; this must be provided by a recognised organisation, e.g. St. John's Ambulance, British Red Cross Society; c. All first aid treatments, incidents and emergencies must be recorded in accordance with the Company's current procedures.

19. INFRINGEMENT OF COPYRIGHT

The Hirer shall indemnify and keep indemnified the Company against all claims, legal fees, court fees, damages, demands, action and proceedings in respect of any infringement of intellectual property rights by an unauthorised public performance or use of recording apparatus or contrivance at the Centre by the Hirer or his agent.

20. BROADCASTING AND FILMING RIGHTS

No Hirer booking the Centre may grant broadcast (sound or television or filming rights) without prior written consent of the company. As a pre-requisite of consent being given, the Company reserve the right to take part in any negotiations, to be party to the terms and conditions of any agreement reached and to take all or shall share any income and publicity derived there from.

21. GRAMOPHONE RECORDS AND PERFORMANCE

The Hirer shall not play or permit to be played gramophone records, compact discs, radios or tape recorders in the Centre, or perform any work, which will infringe the rights of any third party in intellectual property. The Hirer shall obtain beforehand, and provide a copy to the Manager, all proper licences in respect of such broadcasts or performances. Any unlicensed or unauthorised performance or broadcast that attracts a penalty will be the sole responsibility of the Hirer who will forthwith indemnify and keep indemnified the Company.

22. PHOTOGRAPHS AND VIDEO RECORDINGS

Photographs for professional use and publication thereof must not be taken without the express prior permission of the Manager. The use of video recording equipment is not allowed without the express prior written permission of the Manager.

23. ADVERTISING

The Hirer shall not advertise or publicly announce any event to take place at the Centre without the prior, written approval of the Manager. The Hirer shall submit proofs of all intended advertising to the Manager prior to publication for his authorisation.

24. CATERING

The Company reserves to itself or its agents the right of sale of all refreshments in the Centre. The Hirer shall make arrangements with the catering Manager for any special catering requirements not less than 14 days before the Booked Period. Nothing must be done by the Hirer to break the provisions of the Food Safety Act 1990, as they apply to the Centre. The Manager will provide instructions to the Hirer concerning food and/or drink brought onto the premises and made available for consumption by others.

25. SALE OF GOODS

The Hirer shall not without the prior consent in writing of the management sell or supply or permit any other person to sell or supply or offer for sale goods of any kind in the Centre during the Hire Period.

26. INTOXICATING DRINKS

a. The Hirer is not permitted to arrange for, or permit, the sale or consumption of alcohol on the premises of the Centre, without the prior, written permission of the Manager; if such permission is given, the Hirer will be told of any licensing applications or permissions that must then be sought and granted by the authorities, prior to the sale or consumption of alcohol to which it relates; b. The Hirer shall not without the prior written consent of the Manager given any temporary event notices to the relevant licensing authority under the Licensing Act 2003 [as amended from time to time] in respect of any event at the Centre.

27. NOTICES

The Hirer shall not display any notices or decorations (internal or external) without the express permission of the Manager.

28. ALTERATIONS TO FITTINGS

The Hirer shall not alter or interfere with any equipment or fittings of the Centre or structure thereof.

29. GAMBLING

The Hirer shall not hold, or permit to be held any sweepstake, raffle or other lottery on the premises during the Hire, other than one which is permitted by law [and registered if the law requires] and has the prior written permission of the Manager.

30. RULES FOR USERS

The Hirer will do nothing to undermine the published rules for users of the Centre, for example in regard to vehicle parking, smoking, required activity dress and access by animals. The Hirer will use his/her best endeavours to inform all those involved in the use of the premises during the Hire Period of these rules and to encourage compliance with them. The Hirer accepts that the Manager reserves the right to exclude from the premises anyone breaking such rules and/or causing nuisance to other users of the Centre or those in nearby premises.

31. VACATION OF PREMISES

The Hirer must ensure that the hired part of the Centre and any equipment used is left clean and tidy and that the equipment is left in the same condition as found at the end of the period of use. The Company reserves the right to levy an additional cleaning charge should the premises be left in such a condition as to necessitate unreasonable extra cleaning. Damage to equipment will be charged to the Hirer at the cost of repair plus a 10% administration fee as set out in paragraph 15 above. If damaged equipment cannot be repaired then the full replacement cost will be charged to the Hirer.

32. HEALTH & SAFETY

The Hirer agrees to comply with the risk control measures that form part of the risk assessment for the premises, under the Management of Health and Safety at Work Regulations 1999. These measures include minimum qualifications for those leading, teaching, coaching and/or supervising activities and compliance with the rules and advice of relevant governing bodies for particular activities. Swimming pools are the subject of written Pool Safety Operating Procedures, including the Normal Operating Plan (NOP) and Emergency Action Plan (EAP). A separate document is to be completed for pool hire, in accordance with the current guidance from the Health and Safety Executive.

33. CHILD AND VULNERABLE ADULT PROTECTION

The Hirer agrees to comply with the current requirements in regard to the making by the Hirer of appropriate checks in respect of individuals whom the Hirer intends to work with children or vulnerable adults during the Hire Period, prior to such work commencing.

34. BREACH OF CONDITIONS

The Hirer shall be responsible for ensuring that the Conditions of Hire are complied with, by all persons using the Centre arising out of or in consequence of hiring. In the event of the Hirer breaching any of the Conditions of Hire, the Company may at the Manager's discretion cancel the booking and all future bookings. The Hirer shall remain liable for all charges, including cancelled future bookings