

TERMS & CONDITIONS OF HIRING

1. The user will hire the premises via the booking system. The Booking Form must be submitted by the designated leader of the event.
2. The user must apply on a Booking form or via the website at least 4 weeks before the event.
3. A key and fob will be given to users for their sole use.
 - Any keys and/or fobs issued to hirers for the purposes of access to the Centre remain the property of the Centre. They are issued for the sole use of the hirer for the duration of the hire only, and must be returned to the Centre at the earliest opportunity at the end of the hire.
4. Applicants are to confirm arrangements with the Centre coordinator regarding access to and locking the Centre, keys and alarm instructions before the hire. Users are responsible for securing the outside doors to the whole building, including fire doors, after use.
5. A refundable deposit of £50 must be paid and is included in the total of your invoice. This will be refunded if the building is left to a high standard of cleanliness and care at the end of the letting. (see clause 14)
 - The Hirer agrees to make a payment within fourteen days of booking as agreed with the Centre Manager prior to confirmation, and as described in the Terms and Conditions.
 - A booking will be considered confirmed upon receipt of the payment of the booking.
 - The Committee undertakes an annual review of the fees so bookings that are confirmed more than a year in advance of the event may be subject to changes in prices should any apply.
 - Regular users are required to pay the standard £50 deposit, renewable whenever a deduction is made. Regular users can choose to pay £100 deposit which entitles them to storage. Storage is otherwise not provided. If a regular user no longer wants to book, their deposit will be returned in full only after (reference the clean and tidy clause) and removal of all stored items.
6. Cancellation of a booking must be made in writing directly to the Centre Manager or on the Lemon Booking System. The cancellation will be effective from the moment it is received and cancellation fees may apply according to the length of the notice period given:
 - Full refund will be made if the cancellation notice predates the booking by one full month or more.
 - 50% refund will be made if the cancellation notice is received between one month and two weeks prior to the booking.
 - For cancellations within two weeks of the booked date, no refund will normally be made. A refund within two weeks of the booking may be considered but only under circumstances deemed exceptional by the management of the Centre and entirely at

the discretion of the management of the Centre.

If the event cannot happen due to unforeseen circumstances, such as a lockdown, then at the discretion of the management group the deposit and hire fee will be fully refunded.

7. Local residents have a discounted rate for using the centre, businesses pay a commercial rate. In the event of the centre being required as a polling station, the management reserves the right to cancel or move bookings. The user will only use the rooms that they have paid for via the booking form. They may not use other rooms or the equipment found in there even if they are empty. Arrangements can be made if you need extra chairs or tables but only after discussing it with the Centre manager.

8. The user must ensure that they have given due consideration to the use of the building, dangers and hazards of the event and taken out their own insurance policy if appropriate.

9. The user must only access the centre between the hours indicated on their booking form. For example, if a user has hired the hall between 11am-4pm, the user cannot enter the building prior to the booked time or the day before to set up. The users hire of the centre and its rooms must reflect the time needed to set up and clean/ tidy away. Any violation of this condition will result in loss of deposit.

10. If a dispute can not be settled between the user and the centre manager the Trustees of the Centre will meet with the User group to discuss the issue.

11. Applicants are to confirm arrangements with the Centre coordinator regarding access to and locking the Centre, keys and alarm instructions before the hire. Users are responsible for securing the outside doors to the whole building, including fire doors, after use.

12. The hirer is not permitted under any circumstances to use the toys, equipment or items stored in the main hall cupboards. These are strictly items only for the use of regular groups and activities. Failure to comply will result in financial penalty in the form of loss of deposit plus compensation for any damage done to the items in question.

13. Fire safety equipment should not be interfered with or moved except for its intended purpose in an emergency. Notices, signs and emergency lighting are not to be interfered with or obscured.

14. The hirer at the end of each hire period, shall be responsible for - leaving the premises and surroundings in a clean and tidy condition. The room is to be left clear of equipment, clean and tidy after use. - properly locking and securing the centre unless otherwise directed - returning any contents temporarily removed from their usual positions back to their original locations. - ensuring that all Lighting and any cooking and electrical equipment

used during

the hire are switched off

o All cutlery and crockery is washed up and put away.

o the dishwasher (if used during the hire) is drained and switched off. o Floors are mopped with a damp mop, warm water and floor cleaner (to be found in the cleaning cupboard).

o removal of any equipment or other items brought on to the premises by the hirer. Failure to comply with any of these conditions will result in a financial penalty (level to be determined by the management of the Centre) being deducted and retained by the community centre from the hirer's deposit.

Deductible costs

Service Costs	
Additional Cleaning Premises-weekdays before 7.30p.m	£18 per hour, minimum 1 Hour
Additional Cleaning Premises-evenings after 7.30p.m/weekends/bank holidays	£25 per hour, minimum 1 Hour
Rubbish disposal and/or recycling	£25
Additional Caretaking e.g. lost keys, lost property	£25
Unblocking toilet/sink	£100 call out charge and £40 per Hour
Attendance by Committee member/Trustee/Centre Manager due to complaint or dispute at the premises	£40 per hour, minimum 1 Hour
Replacement Furniture	Tables £150 each, Chairs £40
Broken Windows/Doors	TBA
Unauthorised storage costs	£30 per 24 hours
Administration Charges	£60
Any other items will be charged at cost	
Overrunning Booked time	At hourly booked hall hire

15. The user will complete the Accident Book if necessary. All accidents, including apparently minor ones, must be recorded in the Accident Book which is to be found in the kitchen.

16. The hirer must,

- Report any damage, breakages or losses to the Management Group via the Centre Manager.
- If appropriate, make any constructive suggestions regarding the management of the room, Fire Safety or Health & Safety, to the Centre Manager.

17 The room, its fixtures and fittings are not to be modified for any purpose other than intended and NO sellotape, blu-tac or similar may be used on walls or the ceiling. Such damage will incur a loss of deposit.

18. The hirer shall be responsible for ensuring that there is no interference with persons hiring other parts of the premises.

19. Those attending events are required to leave quietly, showing due respect for the Centre's neighbours and other Centre users.

20 The Trustees are authorised, and have a duty, to close the hall and terminate any session if they have reason to believe that the Law, or the Terms or Regulations of the application have been or are being broken.

21. The partition between halls A and B must be opened and closed only by persons trained to operate it; the mechanism is delicate and very expensive to repair.

22. The Users are responsible for rubbish, removing black bags and putting new ones in the kitchen and taking rubbish away with them. New Bin bags can be found in the cleaning cupboard.

23. No bikes, roller blades, scooters, skateboards or similar are allowed in the building.

24 The Community Centre Management and trustees cannot accept responsibility for damage to, or the loss or theft of, Centre users' property, possessions and effects.

25. The user must only use equipment within the room hired. For example, if the user hires the main hall, they are not permitted to use tables, chairs or other equipment from halls a or b., and vice versa. Exceptions can be made if the hirer wishes to use extra tables, chairs or equipment, but they must ask the centre manager before the hire.

26. No explosive, inflammable, toxic, hazardous or infectious materials are to be brought onto the premises.

REGULATIONS

1. Alcohol - If you are selling alcohol or providing a ticketed event you must apply for a licence from the local council to have alcohol. Where such permission is granted, it is the duty of the applicant to nominate a responsible person to assist in the case of emergencies

(e.g. fire evacuation). The trustees must be informed via the Centre manager if a bar is planned or alcohol is available and provide proof of the alcohol license granted by the local authority. A temporary license can be obtained via -

www.gov.uk/temporary-events-notice.

2. PRS - The Trustees currently have a Performing Rights Society (PRS) licence and a Public Performing License (PPL).

3. Fire - The legal capacity is as follows: Main Hall 100 seated in rows, Halls A and B 30 seated in rows. Fire Instructions are displayed by the entrance to the Centre and in halls. A Fire Safety Risk Assessment is also available. It is the applicant's duty to be familiar with the Fire Safety Risk Assessment and to adhere to the Fire Instructions. It is a requirement that the applicant will arrange the delivery of a briefing for those attending and keep fire exits clear during the event or activity. While all fire exit routes are available to those with reasonable mobility, wheelchair users in particular should be alerted to use the main entrance if possible. Applicants organising activities or functions attended by vulnerable adults are advised to nominate able-bodied persons to assist individuals in the case of fire evacuation.

4. Health and Safety The Trustees maintain a Health & Safety Policy together with a basic Risk Assessment for the premises. These documents are available on request. Hirers must conduct a Risk Assessment for the letting and have a duty to mitigate all risks identified.

5. Public Liability - The Community Centre is covered by Public Liability for general hall use. Hirers running specific activities should have their own insurance for that

activity. Bouncy Castles (where permitted, please check with Manager) are not included in the centre's insurance. Please make sure the Bouncy Castle hirers have their own insurance. Evidence must be given to the Centre Manager of the inflatables insurance.

6. First Aid - A First Aid box is situated in the kitchen. All accidents and incidents, whether requiring First Aid or not, are to be recorded in the Accident/Incident Book located in the kitchen. Once you have completed the form you must notify the Centre manager

7. Smoking - In accordance with the Law, smoking is not permitted anywhere within the premises. Smoking is permitted in one area of the car park, with due discretion and regard to the Centre's neighbours, provided that butts are disposed of responsibly. Smokers are to move clear of manoeuvring cars.

8. Drugs and Substance Abuse - Drugs and substances that can be abused are not permitted on the premises and applicants are responsible for appropriate supervision of their event to ensure drugs and illegal substances are not available.

9. Parking - Hirers should endeavour to park within the Centre's designated parking bays rather than in surrounding streets.

10. Activities must be run by suitably qualified and experienced staff. PLEASE KEEP THIS DOCUMENT AND REFER TO IT AS APPROPRIATE

Signed:

Date: