

Terms Conditions and regulations for hire:

Opening -The centre will be opened by a member of the staff, unless agreed otherwise. The centre is let on the understanding that any member of staff has the right of entry at any time to the area hired. If the member of staff is leaving the centre during an event, a contact phone number will be available for any problems or questions.

Times-The times booked should be adhered to at all times or further charges will be applied.

Suitability-Before the function or hire commences, should the member of staff that opens the centre have any concerns about the type of event or the people hiring the centre, they have the full power to cancel the booking, return any hire fees and not be liable to pay any compensation.

Deposits-A non-refundable deposit of **£10** is payable at the centre's discretion for all private bookings. A **security bond** of £50 may be payable at the time of booking (at the centre's discretion) and this will only be refundable on satisfied inspection of the area used after the event.

Damage – The hirer will be responsible for the cost of repairing any damage caused, replacing furniture or fittings lost or damaged, or for deep clean of the building in the event that an unnecessary mess is caused. In event of this, the security bond if applied, may be held back to cover these costs.

Conduct – The hirer will be responsible for the proper conduct of all persons using the centre. The hirer must ensure that any children are supervised at all times.

Loss of property – The centre does not accept responsibility or liability for any damage or loss of property of things that are placed and left upon the premises whilst the centre is being hired.

Fire Risks – The hirer should make themselves familiar with the fire procedures for the centre and inform centre staff at the time of booking of any factor which involves extra fire risks.

Fire register - The hirer will be responsible for their own register of who is attending their event/class and will make sure this is available in the event of a fire. They will also make provision for anyone who requires support to evacuate the building.

Indemnity – The hirer shall indemnify the centre against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which shall occur whilst the person is in or upon club property or arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by any person.

Rooms -The hired room, foyer and toilets are the only areas to be used by the hirer and accept all other rooms will be either locked or classed as out of bounds unless a request is made.

Cleaning – the hirer will ensure that all rubbish is placed in bins and the floor(s) are free from any mess or spillages. If using the kitchen, the hirer will ensure that there is no food left in any part of the kitchen, all crockery and cutlery have been washed, dried and put away and all worktops are clean and free of clutter. Any wet/dirty tea towels should be placed in a plastic bag and left at the office to be taken away by staff and bins emptied into outside bins.

Complaints – If the hirer has any concerns or complaints about their room hire or service they will contact the trustees in the first instance to give them the opportunity to resolve any issues directly.

Groups – All groups working with young people should have their own **insurance** and staff checks e.g. **DBS** checks. The centre takes no responsibility for this and recommends if unsure you seek appropriate advice.

The hirer accepts these terms and conditions on the basis that he/she named will be held fully responsibility during the hire period.

Full Name Print.....

Signature.....