

Terms and Conditions for Hire of the Centre by Third Parties

1. The Community Centre is by definition a community facility and, as a charity must ensure that users of the Centre do not allow anything to take place which might bring the Centre's reputation into disrepute. So, for example, a photography class or the exhibition of photographs or video material which might offend public sensibilities will not be allowed and if such activity is not disclosed, the hiring will be cancelled.

2. All hirers should be aware that no alcohol (except bottled raffle prizes for fetes, bazaars etc.) may be bought, sold or consumed on any part of the premises.

3. Premises Licenses and the requirements of the Licensing Act 2003.
The Centre is not licensed for regulated entertainment.

4. The price we charge does not include cleaning. In the cupboard in the disabled toilet are Mops, buckets, brushes, etc for you to use at the end of your session.
Please leave the Centre as you would wish to find it, and in particular take any dog fouling away with you, as we have no facility for disposing of it.

5. Your use of the Centre should be confined to those hours that you have booked and paid/will pay for. Any alteration to these hours should be done by arrangement with the Booking Clerk.

6. If you move any furniture, please put it back where you found it.

7. Turn off any heaters and lighting that may be on.

8. Turn off all water heaters in the Kitchen and Toilets.

9. Check that all doors, including Fire Doors, and windows are closed, and locked where possible. You are responsible for locking the premises and returning the key to our Booking Clerk. When you leave in darkness please pay attention to the instruction concerning the time delay switch for the exterior lights situated at the switch by the front entry door.

10. Please show care and consideration to the residents of Lawrence Crescent by parking in the Centre's car park, not on the road. Also, please avoid any unnecessary noise, particularly in the late evening.

11. A first aid kit is available if required in the Kitchen.

Please update us if items from the kit are used so that we can replace them.

A defibrillator is located on the wall outside the entrance to the Centre in case of emergency.
Insurance

12. We carry insurance for Public Liability as far as the building and any equipment provided by us are concerned. The document "Hirer's Public Liability. Summary of Cover" (pages 33-38) by our insurer Ansvar is displayed on our website and the Centre's notice board as further clarification. You must carry any insurance that you consider appropriate for any of your activities.

Fire Precautions - know them

13. The attached document "Fire Precautions & Procedures" forms part of these terms and conditions. It is important that you read and act on its contents should the need arise.

14. No smoking is allowed in any part of the Centre. This includes e-cigarettes/vaping. A dedicated smoking area exists outside the building.

15. If you bring any electrical equipment to the Centre for your own use, it must have a current Portable Appliance Test certificate.

16. Safeguarding Policy. "Safeguarding is everyone's business"

Acceptance of the Community Centre's safeguarding policy is part of the agreed contract taken out on hiring the Centre.

A copy of this policy is available on the Community Centre website and will be displayed for the attention of all on the Centre's notice board.

I confirm that I accept the above Terms and Conditions on behalf of

(Organisation)

(Signed) (Print name) (Date)