

Conditions of Hire

The Hirer understands and agrees:

1. To pay the full outstanding balance prior to the hire period. Except with prior agreement.
2. Two responsible adults must be present throughout the period of use and ensure that all group members have left the building following the activity.
3. To ensure that the premises are not used for any purpose other than that stated in the hiring application and ensure that all centre policies are at all times adhered to.
4. To compensate on a new for old basis the Centre for any damage caused to the building or any equipment or appliance belonging to the Centre during the period of hire or as a result of any breach of this agreement.
5. To ensure that the fire apparatus on the premises is not interfered with.
6. To ensure that at no time during the period of hire is an emergency exit from the premises locked or obstructed and that the gate is left open.
7. To ensure that all persons using the premises are aware of fire procedures, appliances and exits.
8. To take proper steps to control admittance to the function and ensure that there is no intrusion or hindrance to any other event or functions taking place in the centre.
9. Under normal circumstances, to ensure that no music is played on the premises after 9.30pm and to ensure that noise levels are checked during functions and reduced if necessary so that noise does not cause nuisance or inconvenience to occupiers of neighbouring property.
10. To ensure that activities for which the premises are hired cease in sufficient time, so that all equipment concerned with the hire is removed and the rooms used are cleaned and tidied and that all lights and equipment are switched off, crockery/cutlery is washed up and put away by the end of the hire period or by 10 pm at the latest.
11. To ensure that the noise levels during arrivals and departures is not such as to cause a nuisance or inconvenience to occupiers or users of neighbouring property.
12. THAT THE CENTRE OPERATES A NO SMOKING – ALCOHOL - DRUGS POLICY.

PLEASE NOTE THAT:

- I. The Centre committee shall not be responsible or liable for any damage to or loss of property, articles or things placed or left on the premises by the hirer or any other person.
- II. The Centre committee reserves the right to allow use of other parts of the Centre during periods of hire.
- III. The Centre will provide cleaning materials on request.
- IV. The Centre will levy additional charges or retain the full deposit if conditions 4 and 11 are not complied with.
- V. The Centre reserves the right to cancel any booking and refund the deposit/and or hiring fee if an activity is in contravention of Centre policy or if extreme circumstances prevent the hire from taking place.
- VI. The FULL deposit will be retained if the Centre is not given at least seven days' notice of cancellation of booking

PLEASE READ AND TICK THE APPROPRIATE BOX

We/I have read, understood and will apply the above conditions and safety instructions and will make sure my group is aware of the information on the dates in question:

Yes

Signature of Hirer: _____

Date: _____

Please return a copy of this form with your booking.