

# **St Aidan's Community Centre**

Registered Charity No 522040

## **Terms and Conditions of Hire (August 2023)**

The Centre is a charitable organisation run solely by volunteers relying for income on hire fees, donations and grants.

### **1. Hirer**

1. The hirer may be an individual or an organisation.
2. The hirer must take all reasonable actions to ensure the safety and wellbeing of their group and of the facilities during the hire period.
3. The hirer will be liable for all costs and losses incurred and caused during use of the centre.
4. Where the hirer is an organisation, the organisation must provide a named contact who will be the designated hirer.

### **2. Care of the Premises**

1. All areas should be left in the state in which they were found – this includes leaving rooms clean and tidy with floors swept and furniture where you found it. Used kitchen equipment should be washed and put away. Check that toilets have been flushed and taps turned off. Windows and doors should be closed and lights switched off.
2. All waste to be deposited in the bins sited opposite the care home. If they are already full please take it home with you.
3. No naked flames or devices which generate smoke.
4. Follow instructions and notices provided in certain areas of the building.
5. Do not make any changes to the fabric of the building. Report any defects to the property manager.
6. All bookings have a 30 minute gap between them. You must not enter the building more than 15 minutes before and must vacate the premises 15 minutes after your booked time.
7. Please be considerate of residential neighbours when using the premises.
8. Fire doors should be open only during set-up or when removing equipment.
9. Bouncy castles – small bouncy castles are allowed in the hall (max. height 3.3m). They must not be placed by the windows. You, as hirer, need to confirm that the bouncy castle will be supervised at all times by an adult (over 18) and that Public liability Insurance will be provided either by the supplier of the bouncy castle or by yourself (the hirer).

### **3. Liability**

The Community Centre and management accept no liability for any loss suffered to persons or property during use of the facilities. It is the hirer's responsibility to carry out risk assessments for any planned activity and to ensure safeguarding.

#### **4. Outside Space**

The grassed area outside the hall is the property of St Aidan's Church and permission to use it must be obtained from the parish secretary.

#### **5. Charges**

1. Fees are per hour or part thereof and dependent on time of day.
2. Fees to be paid in advance. A refundable deposit of £150 is required for adhoc evening events. It will be returned if the building is left in an acceptable condition after your event.
3. There will be no charge if notice of cancellation is received in advance.
4. Invoices must be paid by the due date specified on the invoice. Access to the centre will not be granted unless invoice and deposit, where applicable, has been paid in full.

#### **6. Heating**

The hall heating is controlled by thermostat and may be adjusted to suit but reset at 5 degrees when leaving. All other areas are automatically controlled.

#### **7. First Aid**

A first aid box is provided in the kitchen. If used please complete the accident book and advise booking secretary so that it may be replenished.

#### **8. Car Parking**

The surgery car park is shared with the centre and church. Parking opposite the centre has different time limits which you should check before using.

#### **9. Emergency Situations**

If the fire alarm sounds evacuate the building and dial 999. Nuisance behaviour should be reported to the police via their 101 number. The bookings secretary should be advised of any such instances.

#### **10. Management Committee**

The Management Committee has discretion over who may use the facilities. Any complaints should be addressed to the Chairman ([chairman@staidanscommunitycentre.org.uk](mailto:chairman@staidanscommunitycentre.org.uk)).

#### **11. On-site Storage**

The centre will not accept liability for loss or damage to anything stored at the centre.