



SOUTH BRENT OLD SCHOOL COMMUNITY CENTRE

CONDITIONS OF HIRE FOR GROUPS/ORGANISATIONS

1. Applications for use of the Centre must be made on the appropriate booking form. Acceptance of hire is by the Centre Manager and / or Board of Trustees.
2. South Brent Old School Community Centre reserves the right to refuse any application, to cancel lettings and alter hours and conditions. The Board of Trustees decision is final.
3. By confirming a booking, users agree to abide by the Centre's Policies.
4. The hiring charge is determined by the Board of Trustees, who reserves the right to adjust the charges according to circumstances. The Centre Manager also has the power to adjust charges, if it is in the interest of the Centre.
5. No intoxicating liquor shall be sold or consumed upon the premises without the prior consent of the Board of Trustees.
6. The Board of Trustees will review the hire charges annually for existing groups and after six months for new groups.
7. It is a legal requirement, for both Fire and Health & Safety regulations, that all users keep accurate attendance records. The Board of Trustees also requires copies of attendance registers and any qualifications gained, to be submitted at the end of each Term.
8. a) The hirer is required to give seven days' notice of cancellation.
b) Half the fee is payable (at the discretion of the Manager) if the required notice is not received.
9. Rooms may only be used at the times specified on the booking form. Requests for variation to be notified as in 8a to the Centre Manager. No other rooms to be used without prior permission.
10. Damage and / or losses to be notified to the Centre Manager immediately. The replacement cost of items damaged will be charged to the hirer unless the Board of Trustees accepts it as fair wear and tear.
11. An inventory of all chemicals to be used must be submitted to the Centre Manager. Any equipment / materials stored in the building are at the hirer's risk. They are to be stored in designated areas of the building and consent of the Centre Manager is required BEFORE they are brought into the centre. The Centre Manager will make the allocation of storage space.
12. Hirers are responsible for the good order and care of equipment and premises used. If the Servery is used for refreshments, it is expected that it will be left clean and tidy for the next user, in accordance with our Food Hygiene Registration.
13. Tables and chairs must be returned to their normal location within each room. No furniture or equipment should be moved from room to room without prior permission.
14. Hiring fees are payable promptly at the frequency agreed at the time of booking. (Delays in payment could result in termination of a hiring).
15. South Brent Old School Community Centre undertakes to provide adequate caretaking and cleaning of the building.
16. South Brent Old School Community Centre requests that each group send a representative to the annual general meeting.

I / WE HAVE READ AND UNDERSTOOD THE ABOVE CONDITIONS OF HIRE AND AGREE TO ABIDE BY THEM.

Signed _____ Group/Organisation _____

Position in Group/Organisation _____ Date _____