



SOUTH BRENT OLD SCHOOL COMMUNITY CENTRE

CONDITIONS OF HIRE FOR INDIVIDUALS

1. Applications for use of the Centre must be made on the appropriate booking system or by email. 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. The booking fee must be paid prior to the event, when the booking will be confirmed.
4. By confirming a booking, users agree to abide by the Centre's Policies.
5. 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.
6. No intoxicating liquor shall be sold or consumed upon the premises without the prior consent of the Board of Trustees.
7. The Board of Trustees will review the hire charges annually.
8. It is a legal requirement, for both Fire and Health & Safety regulations, that all users keep accurate attendance records.
9.
 - 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.
10. Rooms may only be used at the times specified on the booking confirmation. Requests for variation to be notified as in 8a to the Centre Manager. No other rooms to be used without prior permission.
11. 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.
12. All Portable equipment must be 'Portable Appliance Tested' before it is connected to the centre's electricity supply.
13. 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.
14. 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.
15. All refuse must be removed by the hirer or an additional charge may be made.
16. South Brent Old School Community Centre undertakes to provide adequate caretaking and cleaning of the building. But would ask you leave the rooms as you found them, clean and tidy.

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

Signed _____ Date _____

Activity _____ Number of people attending _____