



South Brent Old School Community Centre

TERMS AND CONDITIONS OF ROOM HIRE

1. Applications for use of the Centre must be made via our online booking system, Hallmaster , <https://v2.hallmaster.co.uk/>) or via the Booking Request form at the bottom of the “Rooms to Hire” page of our web site (https://www.theoldschool.org.uk/facilities/book_a_room/) or by email (bookings@theoldschool.org.uk). When making a booking we require your full name, postal address and also email address if you have one. In requesting a booking you are deemed to have read these terms and conditions.
2. Acceptance of hire is by the Centre Manager and / or Board of Trustees.
3. 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.
4. When the booking is confirmed you will be invoiced at the end of the calendar month in which the booking (s) occur or at a frequency agreed at the time of making the booking.
5. By confirming a booking, users agree to abide by the Centre’s Policies.
6. 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.
7. No intoxicating liquor shall be sold or consumed upon the premises without the prior consent of the Board of Trustees. No candles or naked flames are allowed inside or outside within the boundary of the Centre.
8. The Board of Trustees will review the hire charges annually.
9. It is a legal requirement, for both Fire and Health & Safety regulations, that all users keep accurate attendance records.
10. Rooms may only be used at the times specified on the booking confirmation. Requests for variation in times to be made 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 the same position within each room that they were at the start of the hiring period. 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.