

Douglas St Bride's Community Group



Terms and Conditions re. Booking of Centre Facilities

1. Five working days' notice is required when placing a booking. A booking form must be completed and the purpose of the hire recorded. Sub-letting is not permitted. Set up/ clear up time must be accounted for and is chargeable at the same hourly rate.
2. Five working days' notice of cancellation is required. This must be in writing or by email; otherwise a full charge will be levied. If a booking is cancelled with less than 5 days' notice but more than 48 hours' notice then 75% of the total booking cost will apply. If a booking is cancelled with less than 48 hours' notice then full booking cost will apply. Douglas St. Bride's Community Group (DSCG) reserves the right to cancel a booking at short notice for reasons such as safety, repairs and essential maintenance.
3. The person signing this form is responsible on behalf of your organisation. This includes responsibility for all persons attending, any equipment brought on to the premises and ensuring the facility is left in an acceptable condition. You must adhere to all health and safety requirements and in particular the fire evacuation procedure and location of first aid kits. All accidents or dangerous occurrences must be reported to a member of staff. Special conditions may be applied to parties of over forty people.
4. The hirer is responsible for any damage done to the premises, its contents or for any loss or theft. The hirer is liable for replacement and repair. DSCG is not responsible for any equipment brought onto the premises. The same is true of any equipment stored on the premises. Injury to anyone attending the hire remains the liability of the hirer.
5. The hirer must, if appropriate, have in place insurance cover, which is relevant to the nature of the hire and the activities to be carried out at the Centre. Events which are open to the public are required to have their own public liability cover in place. The hire will be agreed on the basis that this is the case. DSCG reserves the right to request sight of such documents, and may cancel any booking where there is sufficient doubt that appropriate insurances and licences are not in place.
6. The hirer must leave the facility in an acceptable condition similar to that in which it was found. Any hirer deemed to have left the facility in an unacceptable condition will be informed as soon as this is discovered. A surcharge may be applied.
7. DSCG is not obliged to provide storage of any kind. Hirers are responsible for storage of their own equipment. Any on-site storage must be paid for in advance and will be allocated by DSCG. Equipment must be stored safely, securely and appropriately insured by the hirer; DSCG accepts no liability for damage to such equipment. Badly stored or hazardous equipment will be removed from the facility at the discretion of DSCG. DSCG may remove storage rights at its discretion.
8. For all events, the hirer is responsible for setting up and clearing away any equipment. If a member of staff is required to support this, an additional charge may be applicable if this is out-with regular working hours.
9. Alcohol is not permitted on the premises without the prior agreement of DSCG.
10. Illegal activity merits immediate removal from the premises and the relevant authorities will be informed. Any behaviour deemed to be inappropriate will also result in immediate removal from the premises.

11. The use of chemicals or any other substance deemed hazardous to health is not permitted on the premises.

12. All electrical equipment brought onto the premises must be in good condition and be tested in accordance with current statutory electrical regulations. The hirer will be liable for any damage to the facility caused as a result of faulty or unsafe electrical equipment brought onto the premises.

13. Users are not permitted to access the kitchen without prior agreement from DSCG.

14. The hirer is responsible for ensuring that relevant permissions and licences are in place for all works covered by copyright. The public performance of live or recorded music, dance, film and theatre must be authorised in advance by DSCG. to ensure compliance with our Performing Rights licence.

15. The temporary installation of raised structures or platforms must comply with current building regulation standards and be inspected by the appropriate agency if necessary.

16. The hirer must not exceed the stated capacity of the hired space. Layouts of equipment must comply with all current Health and Safety legislation. The hirer must comply with the wishes of DSCG and its staff in this respect.

17. The hirer must pay for hire of the facility within the period stated on the issued invoice. Failure to comply will result in cancellation of all future lets.

18. Concessionary hires are not available except in exceptional circumstances. If a hirer wishes to be considered for a concessionary let, they must apply to DSCG in writing detailing their case. This must also include an explanation as to how the purpose of the hire meets wider social or environmental objectives and is therefore eligible for subsidy by DSCG.

19. Failure to comply with any of the above may lead to cancellation of all future bookings or a surcharge.

20. We welcome constructive feedback and complaints using our established procedure. Please ask a member of staff for details.

21. All organisations that support or work with children and vulnerable adults must undergo PVG checks and provide a copy of their PVG to St Bride's Centre. This will be kept on record and no details will be passed to any third party in conjunction with the Data Protection Act 1998.

Booking Name _____

Contact Name _____

Signed _____

Date / / 20