



Mirfield Community Trust

Charity Number - 1159158

TERMS AND CONDITIONS OF HIRE FOR MIRFIELD COMMUNITY CENTRE

The person named on the booking form shall be the **HIRER** and will be responsible for their group while on the premises. The Hirer, or a designated responsible adult, must be on the premises throughout the period of hire.

1. General Responsibilities of Hirer

- 1.1 The Hirer will inspect the premises/room to make sure it is suitable for their needs.
- 1.2 The premises/room is to be used only for the purpose stated on the booking form.
- 1.3 The Hirer must ensure that the Centre is left clean and tidy and that all rubbish is bagged up and taken to the outside bin. Cleaning equipment including brushes, vacuum cleaners, cleaning materials and bin liners can be provided by the Centre.
- 1.4 **15 minutes** are allowed either side of the booking times for setting up and clearing away. If your event will require more time than this please speak to Centre Management to make arrangements.
- 1.5 The Hirer must ensure that their event does not cause any disturbance to any other groups who may be using the centre at the same time.
- 1.6 The Hirer will fully compensate the Centre for any damage to the fixtures and fittings or losses occurred during the period of hire.
- 1.7 The Hirer agrees to the conditions laid out in the Respect Policy. A copy is supplied with this agreement.
- 1.8 The Hirer must not put up any posters without the permission of the Centre Management.
- 1.9 The booking fee does not include the provision of storage within the centre. This is at the Centre Managements discretion and can be withdrawn if the space is needed.

2. Health and Safety Responsibilities of Hirer

- 2.1 The Hirer must ensure that basic health and safety precautions have been assessed and acted upon during the event, for example fire exits kept clear from obstructions, the floors are kept free of any obstructions, and children are properly supervised at all times.
- 2.2 The Hirer must ensure that they are familiar with all the emergency exits and evacuation points, and the location of fire alarms, fire equipment and first aid kits before the event. If there are any people attending the event with additional needs (e.g. mobility needs) please take this into account and speak to Centre Management if in any doubt.
- 2.3 Any equipment brought onto the premises must be approved by Centre Management. If appropriate electrical items must be PAT (Portable Appliance Test). This includes equipment brought onto the premises by others, for example an Entertainer, who must also have their own Insurance and DBS certificate if required.
- 2.4 Equipment with naked flames, e.g. barbecues and camping stoves, must not be used on the premises. There may be an exception for supervised activities in the outside areas. Permission of the Centre Management must be obtained first.
- 2.5 Any accidents or injuries must be reported to Centre Management and recorded in the Centre's accident book.

3. General Responsibilities of Centre Management

- 3.1 Centre Management reserve the right of entry to the premises at any time during the period of hire.
- 3.2 Centre Management reserve the right to allow access to other parts of the centre during the period of hire. This includes all communal areas such as the kitchenette and toilets.
- 3.3 Centre management will show all hirers around the premises and make sure hirers are familiar with all fire exits, fire evacuation points, fire equipment and first aid kits, and how to contact centre management in case of any incident.

4. Building Security

- 4.1 Any keys provided by the Centre to gain entry, must be returned to the Centre Management as soon as possible.
- 4.2 If the key safe entry code is provided by the Centre, this information must not be passed to anyone else.
- 4.3 If the Key safe is used to gain entry to the Centre, the keys must be returned to the safe once the premises have been unlocked, and again, once the premises have been locked. If the keys are not returned to the key safe, the hirer is liable for the cost of replacement keys.
- 4.4 Centre Management will not be responsible for any loss or damage to any user's personal belongings while on the premises.
- 4.3 If the Hirer needs to leave the centre unattended and unlocked. The Centre Management must be informed.

5. Licensing

- 5.1 Any licence required for music, alcohol etc must be obtained from the relevant authority before the date of the event.
- 5.2 Any persons named on the licence must be in attendance at the event.
- 5.3 No music is to be played on the premises after 11pm and care must be taken not to disturb the Community Centre's residential neighbours.

6. Payment and charges

- 6.1 A 25% deposit will be due at the time of initial booking.
- 6.2 The balance of hire must be paid 2 weeks prior to the date of booking.
- 6.3 A group may have a block booking at the discretion of the Centre Management.
- 6.4 Centre Management reserve the right to cancel this agreement if there are reasons beyond our control. Any money paid will be refunded in full.

Thank you,

Please sign and date below to confirm you have read and understood these terms and conditions. You will be provided with a copy for your reference.

Signed:

Date: