

## CONDITIONS OF HIRE OF HOPE CENTRE ROOMS

### 1. GENERAL

All applications for hire of accommodation must be made in writing or via email to [info@hopefamilycentre.org](mailto:info@hopefamilycentre.org) by completion of a booking form to the HOPE Centre.

### 2. PERMITTED USE and PAYMENT

- The hirer may use the premises for the permitted use during the hire period with the following conditions:
- The hirer must adhere strictly to the times booked to ensure that they comply with our planning restrictions.
- Payment in full to HOPE no later than 2 weeks in advance of hire
- For party bookings in addition to the party fee, a deposit of £25 for all bookings is required and is non-returnable if the booking is cancelled within 5 working days of the party date **or** if it is retained to cover damages/cleaning costs.
- If party boxes are required then payment and confirmation of numbers is expected 10 working days before the party date

### 3. CANCELLATION

If the hirer cancels the hire, the following cancellation charges will apply:

- (i) 100% of the hire charge if less than 2 full working days
- (ii) 50% of the hire charge if more than 2 full working days
- (iii) For children's parties, as stated above.

The Centre reserves the right to cancel the hire at any time in the event of exceptional circumstances beyond our control or:

- The HOPE Centre is advised to terminate the hire by the police authority.
- The HOPE Centre considers the permitted use to be inappropriate.
- The premises are used for illegal activities or if the hirer breaches the terms of the agreement.

In the event of termination of hire the HOPE Centre will give to the hirer the maximum practicable notice.

### 4. SUNDAY & BANK HOLIDAYS

Additional charges may apply.

### 5. HIRER'S RESPONSIBILITIES

The hirer shall be responsible for ensuring that:

- The hirer accepts responsibility for and is able to compensate the HOPE Centre for any damage caused to the premises or its furniture, fittings and equipment by the hirer or any other persons employed by the hirer, or by any person or persons during the time of hiring, or in preparation of the hiring, except in so far as it is the Centre's fault.
- All portable electrical appliances must be PAT tested or proof of PAT testing shown prior to use.

- It is the hirer's responsibility to set up the designated room and clear away, leaving the room as you would expect to find it. Please note it is not the HOPE Centre's staff responsibility to prepare and clear hired rooms; with the exception of soft play equipment that needs to be removed and/or furniture added that is not accessible by hirers.
- At any private function involving children for which the centre is hired, supervision of children and any other attendees remains the responsibility of the person making the booking. The HOPE centre does not take responsibility for any persons or belongings.
- The whole Centre is a no smoking zone. Rules and regulations pertaining to the premises are complied with, for example, in respect to no smoking within the Centre.
- The hirer and those using the centre are only permitted to access the hired area. Access to all other areas is not allowed unless agreed.
- No combustible or other dangerous materials are to be brought onto the premises unless in connection with permitted use. Any such items must comply with all fireproofing and other applicable safety standards. In particular, no smoke producing, pyrotechnic or laser devices shall be used without the Centre's prior permission.
- The premises and any surrounding areas affected by the permitted user are left clean and tidy at the end of the hire period. In the event that this clause is not complied with the hirer shall be liable for the cost of cleaning the premises and surrounding areas.

## 6. RESTRICTIONS

In addition to the hirer's responsibilities in section 5 above, the hirer shall be responsible for ensuring the premises are not used for any:

- i. Unlawful gaming or lottery
- ii. Exhibition, film or activity which is of an offensive or obscene nature.
- iii. Any illegal activity, including use of illegal substances.

## 7. NO ASSIGNMENT OR SUB-LETTING

This hire agreement is personal to the hirer who shall not be allowed to assign or sub-hire the right to use the premises.

## 8. PARKING

This agreement does not give the hirer the exclusive use of any parking facilities serving the premises nor does the HOPE Centre guarantee that such facilities will be available to the hirer throughout the duration of the hire period. HOPE holds no responsibility for damage to cars in the car park.

## 9. HEALTH AND SAFETY AT WORK

The hirer, whilst on HOPE Centre premises, is responsible for the health and safety of all persons within the agreed hire terms.

The hirer's attention is drawn to the requirements of the Health & Safety at Work Act 1974 and associated regulations in respect to relevant activities.

- Risk assessment by the hirer is required.
- A register of attendance for training courses in the room hired is essential, and compliance with fire and evacuation procedures.
- Please include a lone worker policy or procedure if alone in the building.

## **10. EMERGENCY**

The hirer is responsible for the evacuation and safety of all guests on the premises in the event of any emergency which requires the premises to be cleared. Please ensure you have read and understood the Fire Evacuation Procedure (displayed adjacent to the exit in each room) and have signed in at Reception on entering the building.

## **11. CATERING**

The kitchen is not to be used unless by prior agreement. A kettle and fresh water will be provided prior to an event.

## **12. COMPLIANCE WITH LICENCES**

The hirer shall not allow the performance of any music or other artistic work unless so permitted and, if so permitted, the hirer shall be responsible for obtaining any Local Authority Licence and any performance or other licences which may be legally required from the Performing Rights Society Limited, Phonographic Performances Limited or otherwise. The hirer shall also be responsible for ensuring compliance with the conditions of any Public Entertainment Licence relating to the Premises. Please provide a copy as proof of your licence.

The hirer shall not allow the consumption of alcohol unless so permitted and, if so permitted, the hirer shall be responsible for obtaining any Local Authority Licence and any other licences which may be legally required. The hirer shall also be responsible for ensuring compliance with the conditions of any such Licence. Please provide a copy as proof of your licence.

## **13. RIGHT OF ACCESS**

This will be explained to you when other activities/users are operating in the building.

## **14. DISCLAIMER**

The hirer acknowledges that the HOPE Centre does not accept responsibility for damage, theft or loss of any property belonging to the hirer and its guests. The hirer also acknowledges that the Centre shall not be liable for any unavailability of the premises arising from any failure of electricity, water or other services, or from any unforeseen circumstances that impede use of the premises.

## **15. INSURANCE**

If hiring a room for work or training purposes, throughout the duration of the hire a policy of insurance liability is required from a reputable insurance company. Please send a copy of your certificate with your booking form. A risk assessment of activity is requested at the time of booking.

## **16. ISSUES WITH PREMISES OR HOPE EQUIPMENT**

If you need to report an issue please phone 01885 488495 (Monday- Friday 9am-5pm).

## **17. REQUIREMENTS FOR INDEPENDENT TUTORS AND TRAINERS**

Independent bookings for courses and workshops are the sole responsibility of the trainer, HOPE is not liable for the students i.e. enrolment of students/cancellation of sessions (please refer to your register and risk assessment).

HOPE reserves the right to refuse a trainer/instructor, if it would impact on the business of the Centre and its reputation.

## **18. DBS INFORMATION**

Please send a copy or number and date of your current DBS to the Children's Centre if relevant to your booking.

## **19. SHORT NOTICE AND EMERGENCY BOOKINGS**

It may be possible to make short notice or emergency room bookings, these will be subject to availability and HOPE would expect the hirer to pay either at the time of booking or within 48hrs.

For information on long term use of rooms/workshops a separate contract will be drawn up.