

## **Regular Hirer (Classes/Activities) – Conditions of Hire 2020**

### **Hours**

The premises to be used by the Hirer are between the hours stated on the booking confirmation form. Hirer's are permitted up to 10 minutes after the stated finish time to vacate the room. It may be possible to enter the hired room a little earlier than booked e.g. for setting up, but this will ONLY be allowed provided that the room is free and has been vacated by any previous hirer, and with the permission of management. If the Hirer wants to ensure the use of the room outside the original booking times, then this time must be booked in addition, and paid for.

### **Relocation**

The management reserve the right to relocate a class to an alternative room, or cancel, as a last resort, in unavoidable circumstances. Notification of relocations will be given in writing and a proportionate refund will be issued, where appropriate.

### **Bank Holidays**

Please note that the Shoreham Centre is always closed on Bank Holidays.

### **Alcohol – PLEASE NOTE**

The Shoreham Centre is a licensed premises, and NO alcohol shall be brought onto the premises without prior written consent from the Trustees.

No alcoholic drinks purchased at the bar are to be taken outside of the Centre at any time.

### **Accommodation**

Each room is licensed to contain a certain number of people; these limits must not be exceeded at any time. All furniture, fittings and other equipment hired by the Hirer from the Centre are the responsibility of the Hirer during the course of the class. The Hirer is also required to leave the premises, including sinks & surfaces, as found, and clean up after themselves. This includes paint, food debris etc  
Hirer's will be held responsible for any damage or loss to the premises, contents or land during the period of hire or incidental thereto.

### **Payment**

The Hirer agrees to pay by the method and within the time stated on their booking form. Following receipt of an invoice, **payments not received by the 25<sup>th</sup> of the month will incur a £10 late fee.** This will not apply to invoices received late, with less than 14 days before the end of the month.

### **Cancellations**

**Cancellations must be made in writing, either by email or post.** For classes, social meetings a minimum of 48 hour's notice is required or the full hire rate will still be charged, whatever the circumstances. For events running on Friday or Saturday evenings a minimum of four weeks notice is required.

For last minute cancellations please phone as well as sending written or emailed confirmation.

Two weeks' notice is required for termination of weekly classes.

### **Emergency Procedures**

All Emergency Exit doors and the area directly in front of those doors must be kept clear at ALL times. If the fire alarm sounds please evacuate the building in a calm and orderly manner. Do not re-enter until you receive confirmation from the staff member on duty that it is safe to do so. The nearest fire exit and

assembly point is stated in each room; please make yourself and any attendees aware of these as soon as you enter the room. Our Fire Alarms are currently tested on Tuesdays at 10.30am.

### **Noise**

Noise levels must be kept to a reasonable level. The Manager's or Caretaker's decision on noise level is FINAL and must be met. We reserve the right to immediately terminate an event or class if this is not complied with. Hirer's agree to be considerate of other classes taking place in the venue, as well as of residents in the neighbourhood of the Centre and agree to avoid making excessive noise, wherever practical. This includes exiting the premises late at night.

Doors and windows in the Hall must remain closed and curtains drawn after 10.00pm

### **Liability**

The Trust can accept no liability for the loss or damage of or to any personal property left unattended during or after the conclusion of the booking and must remove any property immediately after the conclusion of the booking except by prior arrangement.

### **Children**

Children under 16 must be supervised at all times and must not play in the foyer, corridors or toilet areas, or in any rooms that have not been booked by the hirer.

If your class or activity

**If your organisation works with children, young people, vulnerable adults, their parents, carers or families you MUST ensure that you have a safeguarding policy in place. You will be contacted individually to complete a Safeguarding toolkit.**

### **Insurance**

The Hirer is responsible to see that adequate insurance is available for the class/activity, and is liable for any act or omission which may make the Trust's own insurance voidable. The Hirer holds the responsibilities in respect of any sub-contractor he may employ.

### **Licences**

It is the duty of the Hirer to ensure that he has the appropriate licences under the Gaming, Licensing or other relevant Acts, for any function to be held, or any approvals that may be required under local bye laws, and to pay such fees as may be necessary to the appropriate bodies before the function takes place. No liability attaches to the Shoreham Centre if the Hirer fails to comply with the above requirements.

### **Electrical Equipment/ PAT Testing**

Any electrical equipment brought in by hirers OR attendees must be PAT tested and up to current safety standards.

### **Parking**

Parking is only permitted in the public car park at the rear of the premises or on the street. There is strictly no parking available in the staff car park or along the tarmac road at the back of the main hall.

### **Sub-Contractor**

The Hirer is responsible for any sub-contractor he may employ in respect of any class or activity in the same way as if the sub-contractor were a party to these Conditions of Hire' Please ensure they receive a copy.

If in the opinion of the Shoreham Centre a class/activity is proceeding or they may have reasonable grounds for suspecting it is likely to proceed in breach of the Conditions of Hire or for any improper or illegal purpose, then the Shoreham Centre may terminate the booking forthwith.

The Shoreham Centre reserves the right to change these Conditions of Hire and to refuse bookings, at any time, and for any reason, at their discretion.

We thank you for your co-operation and hope that you enjoy the use of the Shoreham Centre. If you have, please tell others; if you have not, please tell us.