

Terms and Conditions of Hire



Reef Community Centre, Colehill Lane, Wimborne, Dorset, BH21 7AB

t. 01202 062121

booking@reefcc.org

www.reefcc.org

1. A provisional booking will be held for one week and will be confirmed once a completed booking form and a 25% deposit (or £10.00 - whichever is the greater) has been paid
2. All hirers will be required to pay for their bookings in full 14 days prior to the event.
3. All hirers will be required to pay a £30 minimum refundable deposit to cover excessive cleaning costs and / or damage. Any such costs will be deducted from the deposit.
4. All regular users will be issued with a key and security fob for which a £20 refundable deposit is payable to replace the key and reset the security system if the key and fob becomes lost or stolen.
5. Please note room hire times must include set-up and clear-up time.
6. The room(s) must be vacated at the time stipulated or additional charges may be incurred.
7. The hirer accepts that other than the room being hired all other rooms, with the exception of toilets, are classed as out of bounds.
8. The hirer shall be responsible for the prevention of overcrowding such as would be a danger to the public and for keeping clear all stairs, corridors and fire exits.
9. The hirer will also be responsible for the proper conduct of persons using the Centre.
10. Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorations of any kind necessitating the driving in of nails or screws into fixtures forming part of the Centres fabric will be permitted. In the event of any damage to the premises or property, the Centre management will make good and charge the Hirer the cost of replacement or repair.
11. The Hirer shall not sub-let.
12. The Centre accepts no responsibility or liability for any damage or loss of property of items that are left upon the premises whilst the Centre is being hired.
13. The hirer shall indemnify the club against all claims, demands, actions or proceedings in respect of default or injury caused by, or to, any person which shall occur whilst the person is in, or upon, the Centre's property or arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by a person.
14. The Kitchen must be left in a clean and satisfactory condition. A supplementary charge will be made against the hirer if this requirement is not complied with.
15. Children must be supervised at all times. They are not allowed to run up and down corridors or stairs.
16. All groups working with young and vulnerable people should have their own insurance and staff checks e.g. DBS checks. The Centre takes no responsibility for this and recommends if unsure the hirer seeks appropriate advice.
17. If you the hirer or your agent is including alcohol in an event ticket price or selling alcohol on our premises during your event then you must obtain a Temporary Events Notice Licence from EDDC licensing department. This can be applied for on-line. Under no circumstance are alcoholic drinks to be sold to anyone under the age of 18.
18. All Hirers will be issued with a fire evacuation procedure with the booking form. It is the hirer's responsibility to ensure all of their users know where the nearest fire exits are and where to assemble for roll call in the event of a fire.
19. The Centre reserves the right to move or cancel a regular hirer's room booking but no more than once a term. If this is necessary every effort will be made to re-locate the regular hirer to another suitable room.
20. In the event of any dispute arising as to the interpretation of these terms and conditions the decision of the Trustees will be final.
21. The hirer accepts these terms and conditions on the basis that he / she will be held fully responsible during the hire period.

Notes for Centre Users

These Notes are to be read in conjunction with the Standard Conditions of Hire and form an integral part of those Conditions.

The term 'hirer' includes any person involved in the negotiation of the hire; the adult or adults in charge of, or with any supervisory capacity over, an event at the Centre, and any person with a position of implied or actual authority within any organisation hiring the Centre.

The term 'Centre' refers to the REEF YOUTH and COMMUNITY CENTRE and includes any and every part of the premises, including the car park, gardens, fence and gates and including all fittings, fixtures, fabric and contents.

1. All Centre Users are reminded that they are not permitted to use equipment belonging to others and stored in the Centre, or to use equipment other than included in the normal hire of the Centre (e.g. chairs and tables)
2. Access is permitted at the stated hire times only. A surcharge will be incurred for failing to vacate the Centre at the end of the hire period.
3. **SMOKING.** Smoking is not permitted in any part of the Centre or its premises including the car park and grounds.
4. **KITCHEN & FOOD.** The kitchen is strictly out of bounds to Hirers unless it forms part of the hire agreement as approved by a representative of the Centre management Committee. **Special Conditions which are contained within a separate notice apply to the use of the kitchen, kitchen equipment and the preparation of food in the Centre.** Food and drink is not to be served or consumed in offices, storerooms or toilets. **Children are not permitted in the kitchen at any time unsupervised.** (Children receiving cooking lessons must be under the strict supervision of an experienced youth leader).
5. **WASTE DISPOSAL.** Only general 'household' waste may be placed in waste bins and the wheelie bin. **This specifically excludes** clothes, textiles, oils, fats, chemicals, electronic equipment, metal, batteries and dangerous substances.
6. **ICE and SNOW.** A snow shovel and a quantity of salt is maintained in the shed so that in icy conditions a safe path may be created along the main entrance path and from the fire escapes situated in the East and West of the Centre to the road. It is not intended that other pathways, or indeed the car park, should be salted and users are advised that under these conditions those attending should park in the road. It is the responsibility of the hirer to ensure a safe access and emergency exit as described above and compliance with highway regulations.
7. **ELECTRICAL EQUIPMENT.** All electrical equipment, including cables and extension leads, speakers, amplifiers, audio equipment, lighting, projectors, computers, etc. that the hirer or user brings onto the premises must show evidence of having been PAT tested (Portable Appliance Testing) within the previous twelve months and that the condition of the equipment and its supply leads should not have deteriorated since the PAT test. The test will include, but may not be limited to, any item that has a mains voltage plug attached to it.
8. **FLAMMABLE & DANGEROUS SUBSTANCES.** Hirers are not permitted to store or bring on to the premises flammable or dangerous substances. Store cupboards provided for the benefit of clubs or societies should **not** be used by the hirer to store flammable or dangerous substances.
9. **INSURANCE.** Any item on the Centre's premises that is not owned by the Centre is **not** covered by the Centres insurance policies. Hirers and Users are advised to ensure that all of their possessions are suitably insured. Hirers are advised to take out suitable public liability insurance, sufficient to cover all eventualities.
10. **On departure please ensure;**

<ul style="list-style-type: none"> ✓ All taps are turned off ✓ All toilets inspected and left clean and tidy ✓ Any kettles used are emptied ✓ The cooker, extraction fan, dishwasher, and water boiler is turned off. ✓ All lights are turned off ✓ The kitchen bin is emptied and a new liner inserted. ✓ Tables and chairs have been properly and safely stacked in their storage location in accordance with the posted instructions 	<ul style="list-style-type: none"> ✓ All spaces are left clean and tidy ✓ Rooms used have been swept ✓ Items not permitted in the Centre waste are removed (e.g. clothes, textiles, oils, fats, chemicals, electronic equipment, metal, batteries and dangerous substances) ✓ All windows are closed and secured ✓ All exterior doors are properly bolted and locked, including fire escape doors. ✓ Burglar alarm is set with the Fob provided ✓ The entrance gates are closed and secured
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