

Wilton Community Centre Registered Charity No 278026

Terms and Conditions for the Hire of Rooms (Last updated: 19/7/21)

Hirers (and any appointed person acting on their behalf) must be over 18 years of age

Everyone

Due to Covid-19, the Trustees recommend everyone using the Centre:

- **does not enter if feeling unwell or suffering Covid-19 symptoms.**
- **wears a facemask when moving around the building.**
- **uses the hand sanitiser provided, when entering and leaving each room and the toilets.**
- **ensures good ventilation, by opening windows and doors.**
- **maintains social distancing.**
- **continues to give their contact telephone number or email address to the group leader, who should keep these details for three weeks. Also, we advise everyone to use the NHS Test & Trace QR code; these are on the notice boards in the entrance hall and just inside the back door.**

Group Leaders

Throughout the duration of the hire, you (or an appointed person acting on your behalf) must be present and be responsible for:

- ❖ ensuring that your group / event does not exceed the maximum number of people, as agreed with the Booking Secretary.
- ❖ the care of the building, its fittings and contents.
- ❖ the behaviour of all the people attending your event - ensuring there is no smoking in the building and there is no excessive noise inside or outside the building.
- ❖ ensuring you are the last person to leave the room. It is your responsibility to check that all the windows are closed and secured and that lights, ceiling fans and water boilers are switched off. All tables and chairs must be returned to their original place, **after you have wiped them down.** Any rubbish must be taken home with you; please do not use the Centre's bins.
- ❖ if you are also the last person to leave the building, please ensure that you lock the outer door behind you.

The Building

- ❖ You must use only the room/s you have hired, for the purpose stated when you booked.
- ❖ Electrical appliances may not be brought into the Centre, unless they are agreed with the Booking Secretary and they are PAT tested.
- ❖ Highly flammable substances must not to be brought into the Centre.
- ❖ Nothing is to be done that may contravene Gaming, Betting and Lotteries Legislation.
- ❖ Hirers must not install any fixtures or decorations etc inside or outside of the building, without the Trustees' prior approval. A-boards, banners and other advertising may only be displayed around the entrance to the Centre for the duration of the hire (this does not apply to posters on the notice boards).

- ❖ If lockable store cupboards are rented, they must not contain anything which might cause harm to the building or its occupants.
Trustees reserve the right to inspect cupboards occasionally, for safety reasons.

Music Licence

The Centre does not currently have a PPL/PRS Licence to allow playing recorded music therefore, please ensure you have your own Licence. You will not need a licence for private parties and events that do not charge public admission. For more details see www.pplprs.co.uk

Alcohol Licence

If money changes hands for alcoholic drinks, it is your responsibility to obtain a Temporary Events Notice (TEN) Licence which you must show to either the Booking Secretary, Caretaker or a Trustee before your event begins.

Insurance

The Trustees take out adequate insurance to cover your legal liability for accidental bodily injury, accidental damage to the premises or contents and to other property not the responsibility of the hirer. However, the Hirer will be responsible for the insurance policy excess and any difference between the amount of the liability and the amount received from the insurer.

Accidents

All accidents involving an injury must be reported to the Booking Secretary as soon as possible and reported on an accident form. Please post the completed accident form into the letterbox by the front door.

FIRST AID KIT & ACCIDENT FORMS ARE LOCATED IN THE MIDDLE OF THE MAIN CORRIDOR

Safeguarding children, young people and vulnerable adults

You must ensure that any organised activities for children, young people and vulnerable adults are only provided by fit and proper people, in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure & Barring Service (DBS). This does not apply to private parties.

Public Safety

The hirer must draw the attention of all visitors to the Fire Notices that are prominently displayed in every room.

Hirers' Property

The Trustees accept no responsibility for any stored equipment or other property brought on to or left at the building and all liability for loss or damage is hereby excluded.

Cancellation

- ❖ The Trustees reserve the right to cancel a booking in the event of the premises being required as a Polling Station or as an emergency shelter for victims of a disaster.
- ❖ If the booking is cancelled by the Hirer within 14 days of the event, the Trustees reserve the right to retain 50% of the booking fee.
- ❖ If the booking is cancelled by the Hirer within 7 days of the event, the Trustees reserve the right to retain all the booking fee.

Damage/Cleaning Deposit

- ❖ The Trustees may, at their discretion, require a damage/cleaning Deposit at the time of booking. This Deposit should be paid in addition to the hire charge.
- ❖ The Trustees will refund the Deposit within 28 days of the hire, provided that no damage or loss has been caused to the premises and/or its contents and that the premises were left in a clean and proper condition.
- ❖ Deposits will be repaid in full in the event of cancellation.

The Trustees - 19th July 2021

Terms & Conditions of Hire Agreement Form

**You only need to sign and return this form, not the whole document.
Please keep a copy for your records.**

I confirm that I have read and agree to the Terms and Conditions of Hire for Wilton Community Centre.

Group Leader name: _____

Signature: _____

Group Name: _____

Date: _____