

CASTLEMERE COMMUNITY CENTRE - CONDITIONS OF HIRE

Payment

- a) The hirer shall pay a deposit as specified by Castlemere at the time of booking.
- b) Payment in full MUST BE MADE ATLEAST 5 DAYS PRIOR TO THE COMMENCEMENT OF HIRE.
- c) The deposit will only be refunded under certain circumstances*

The Management Committee of Castlemere reserves the right to:

- a) Enter the building at any time. b) Remove any person from the building. c) Refuse or cancel a booking.

Hirer

- a) The hirer will not make any alterations to any part of Castlemere Community Centre or its surroundings unless written consent has been issued by Castlemere Community Centre.
- b) The hirer should not bring any equipment to the centre without written consent from Castlemere.
- c) The hirer must maintain the building that has been hired and any equipment hired/used which Castlemere owns.
- d) The hirer must not use any dangerous/fire risk articles in the building, e.g. gas burners & cylinders.

Damages

- a) The hirer will forfeit any deposit paid for any damage whatever caused whilst the premises are on hire and during the time the hirer is on the premises.
- b) Damage and breakage to the building, furniture or fittings, or loss of property, should be reported to Castlemere Staff immediately. Failure to do so could result in further action being taken by Castlemere.
- c) The blocking of toilets by unsuitable items will result in the loss of deposit. If none has been paid the group will be charged for the repairs.

Publicity

- a) The hirer shall submit to Castlemere any publicity material for approval prior to printing.

Public Order

- a) The hirer shall not permit anything which is subversive of public law & order, or likely to lead to breach of peace, or anything which may in any way lead to damage or injury to Castlemere or to the reputation of Castlemere.

Health & Safety

- a) The hirer shall ensure that all requirements of Castlemere Health & Safety policy are adhered to and all gangways and fire exits are kept clear of any obstruction at all times.
- b) Castlemere Community Centre operates a NO SMOKING policy.

Restrictions

- a) The hirer shall not use the premises for anything other than what has been specified on the booking form unless prior written consent by Castlemere has been issued.
- b) Any group using banners will ensure they are removed carefully.
- c) No fireworks may be used in or outside the building at any time.

Loss or Damage

- a) Castlemere will not accept responsibility for the loss or damage to any property or article brought to or left on the premises by the hirer or their agent.
- b) Castlemere will not be liable for any consequent loss claims and will not be held responsible for any damage caused to any property which is beyond Castlemere's control.

Dispute

- a) In the event of a dispute between the hirer and an agent of Castlemere during the period of hire the decision of Castlemere is final and any action will be at the discretion of Castlemere.

THE BUILDING MUST NOT BE SUB-LET.

All food and drinks proposed to be provided must be arranged with Castlemere to ensure compatibility with the Castlemere's published policy on culturally sensitive issues, in writing with this booking form.

***A deposit of £100 will be taken on all bookings.** If the kitchen and halls are left in a clean, undamaged condition the deposit will be returned **4 working days after** the event. An extra charge will be made should extra cleaning be needed.

PLEASE NOTE: ALL RUBBISH WITH FOOD FROM WEDDINGS & PARTIES MUST BE PLACED IN BLACK BAGS & DISPOSED OF BY THE HIRER OTHERWISE A CHARGE OF £50 WILL BE ISSUED.

For full **Terms & Conditions & Castlemere's Fire Action Procedure** please refer to our website: www.castlemere.org.uk/privacy.htm

I/We have carefully read the regulations of the hire of Castlemere as printed on the reverse of this form.

I/We have also received a personal copy and agree to abide & confirm to the same during the time that Castlemere is hired by me/us.

PRINT NAME: **SIGNED:** **DATE:**