**CONDITIONS OF HIRE FOR THE ODD DOWN COMMUNITY CENTRE**

 PLEASE NOTE THAT WE OPERATE A NO SMOKING POLICY in building & grounds

As the HIRER, I understand and agree to the following Terms and Conditions:

1. To pay a Damage Deposit of £50 and where keys will be held, a key deposit of £100 on the acceptance of a booking form and on the understanding that the deposit is refundable within 1 week following hire. Bookings will be termly/yearly, and a term’s notice must be given where booking is no longer required.
2. To read and fully comply with the Covid Risk Assessment and Cleaning Schedule
3. Where bookings are made and then cancelled before commencement of the hire, A week’s notice period is required for all cancellations, failing to do so will incur full cost of the booking.
4. To pay the full outstanding balance prior to hire period or within 7 days of receipt of the invoice.
5. To provide ODCA/BAPP to view and record details of a current enhanced DBS check for each member of staff if the service being provided is for children and / or young people or vulnerable adults.
6. That the hirer must be present throughout the period of use, remain responsible for the safety of their users and ensure that all group members have left the building following the activity.
7. To ensure that the premises are not used for any other purpose other than that stated in the hiring application and ensure that centre policies regarding security and Equal Opportunities are adhered to.
8. To compensate on a new for old basis ODCA/BAPP for any damage caused to the building or any equipment or appliance belonging to ODCA/BAPP during the period of hire or as a result of any breach of this agreement.
9. To ensure that the fire apparatus on the premises is not interfered with.
10. To leave the premises in a clean and tidy state including washing, drying and storage of any kitchen equipment, floors swept and hoovered and all recycling appropriately stored. All rubbish MUST be taken away at the end of the session. Any left rubbish will incur a fee of £3.00 per bag.
11. To ensure that **all** surfaces, touchpoints, switches, furniture that is touched is sanitised before leaving the building in compliance with the Government Guidance for Village Halls & Community Centres and the Cleaning Schedule in the Risk Assessment.
12. To ensure that all contact details for staff and service users are retained so that where there is an incident of Covid, you will be notified and expected to comply with contacting all users.
13. To ensure that at no time during the period of hire is an emergency exit from the premises locked or obstructed or fire doors left open and that the gates outside remain secured.
14. To ensure that all persons using the premises are aware of fire procedures, appliances and emergency exits.
15. To take proper steps to control admittance to the function.
16. To ensure that no music is played on the premises after 11.30pm on Saturdays and 10.30pm on Sundays and to ensure that noise does not cause nuisance or inconvenience to occupiers of neighbouring property.
17. To ensure that activities for which the premises are hired cease in sufficient time (max 30 mins) so that all equipment concerned with the hire is removed and the rooms used are cleaned and tidied (see I & J) and that all lights and equipment are switched off, crockery/cutlery is washed up and put away.
18. To ensure that appropriate licences required for the function are obtained and that the office has been provided with a copy prior to the function.
19. To provide the office with a Risk Assessment, clearly showing your understanding of risk including social distancing and hygiene responsibilities.
20. To ensure that the noise level during arrivals and departures is not such as to cause a nuisance or inconvenience to occupiers of neighbouring property.

 PLEASE NOTE THAT:

1. ODCA/BAPP Trustees shall not be responsible or liable for any damage to or loss of property, articles or things placed or left on the premises by the Hirer or any other person.
2. ODCA/BAPP will provide cleaning materials on request.
3. ODCA/BAPP will levy additional charges or retain the full deposit if conditions E, I, J, K & R are not complied with.
4. ODCA/BAPP reserves the right to cancel any bookings and refund the deposit and / or the hiring fee if the activity is in contravention of centre policy or if extreme circumstances prevent the hire from taking place.
5. The FULL deposit will be retained if the centre is not given at least 7 days notice of cancellation of a confirmed booking. Where a one-off cancellation is made, we reserve the right to still charge.

PLEASE READ AND TICK AS APPROPRIATE

We / I have read and understood the terms and conditions and safety procedures and will make sure that my group is aware of the information on the date(s) in question: YES ( ) NO( )

Signature of hirer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_