

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

Registered Charity no: 1013897

PLEASE NOTE THAT THE ODCA OPERATES A NO SMOKING POLICY

THE HIRER UNDERSTANDS AND AGREES:

- A) To pay a Damage Deposit of £ on the acceptance of a booking form and on the understanding that the deposit is refundable within 1 week following hire. To pay a Reservation Fee of £ which will be deducted from the total hire charge.
- B) To pay the full outstanding balance prior to hire period or within 7 days of receipt of the ODCA's invoice.
- C) To provide ODCA to view and record details of a current enhanced CRB check for each member of staff if the service being provided is for children and / or young people.
- D) That the hirer must be present throughout the period of use and ensure that all group members have left the building following the activity.
- E) 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.
- F) To compensate on a new for old basis ODCA for any damage caused to the building or any equipment or appliance belonging to ODCA during the period of hire or as a result of any breach of this agreement.
- G) To ensure that the fire apparatus on the premises is not interfered with.
- H) 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 open.
- I) To ensure that all persons using the premises are aware of fire procedures, appliances and emergency exits.
- J) To take proper steps to control admittance to the function.
- K) 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.
- L) To ensure that activities for which the premises are hired cease in sufficient time so that all equipment concerned with the hire is removed and the rooms used are cleaned and tidied and that all lights and equipment are switched off, crockery/cutlery is washed up and put away.
- M) 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.
- N) 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 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 will provide cleaning materials on request.
3. ODCA will levy additional charges or retain the full deposit if conditions E and K are not complied with.
4. ODCA 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 booking.

PLEASE READ AND TICK AS APPROPRIATE

We / I have read and understood the 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 _____