

Swaythling Neighbourhood Centre Room Hire

- Step 1. Complete and return the 'Room Hire Booking Form'
- Step 2. If we can accommodate your event, we will send you a booking confirmation Letter, telephone call or email.
- Step 3. You need to pay a £15.00 non-returnable deposit, this payment will be deducted from the final hire charge.
- Step 4. You need to pay the full hire charge 14 days before the date of hire, otherwise we cannot guarantee your booking. If the booking is made less than 14 days before hire you will need to pay in full at the time of booking.
- Step 5. You need to pay a £50.00 returnable damages deposit.
If no damage has been done or no extra cleaning costs are incurred, then this deposit will be returned at the end of the booking process. Please note any damages caused to the centre or its facilities above the value of £50.00 will be paid in full by the hirer. We will pursue any outstanding monies through the Small Claims Courts.

Terms and Conditions

1. The hirer must be over 18 years of age
2. The hirer must be present at the premises at all times, throughout the period of hire.
3. All hirers are advised that they are responsible for security of the building during the period of hire.
4. The building is to be occupied only during the times specified on the booking form. Hirers need to ensure they have booked enough time to set up and clear away or you may incur an extra charge.
5. Hirers may only use rooms/areas of the Centre that are specified on their booking forms.
6. The hirer must declare at the outset the purpose of the application for hire, and the venue shall be used for that purpose only, Swaythling Neighbourhood Centre reserves the right to refuse any application.
7. The premises shall be left in a neat and tidy condition, including the kitchen. Spillages cleaned from tables and floors and chairs stacked neatly (no more than 6 chairs in a stack).
8. Any damages or breakages that occur must be reported to the centre and paid for.
9. The Centre must be vacated by 11.00pm
10. Hirers must insure that all Health & Safety regulations are complied with.
11. Hirers must not exceed the specified number of guests per room hired.
12. Hirers will be responsible for the behaviour of their guests at all times.
13. Hirers must ensure they understand the Centres Emergency procedures and inform their guests accordingly.
14. If outside caterers are providing food for your event, a copy of their food hygiene certificate must be provided.
15. Hirers are advised to ensure they have adequate insurance cover for their activities when using the Centre.
16. Hirers to ensure they have adequate Policies and Procedures to safeguard children and vulnerable adults, and child protection policies are in place which comply with Government Guidance

17. Hirers must not misuse or tamper with any equipment provided for their safety. You will be responsible for the full cost of recharging any fire extinguishers discharged during your hire.
18. The hirer shall ensure that any electrical appliances brought into the venue and used there shall be in safe and good working order, and used in a safe manner compliant with Health & Safety Regulations.
19. The Management Committee, Trustees and employees of the Neighbourhood Centre, whether paid or voluntary, bear no responsibility for either users or their personal property whilst in the centre or its grounds.
20. All vehicles in the car park are left at the risk of the owner and no responsibility can be taken for theft or damage.
21. All passageways, stairs and exits to which public has access shall at all times be kept free from obstruction.
22. Posters and placards will not normally be permitted on the premises except by prior consent.
23. By law, this is a non-smoking building
24. Selling of alcohol is strictly forbidden including alcohol supplied by the hirer. Failure to abide by the above condition will render the hirer in breach of the premises license and subject to prosecution by the police.
25. Dogs, other than guide dogs for the blind, shall not be allowed on the premises.
26. All rubbish must be taken away from the centre and not placed in the Neighbourhood Centre rubbish bins.
27. The hirer should be aware of the position of telephones, escape routes, fire alarms, fire fighting equipment and the arrangements of emergency assembly areas. Organisers of any activity must also ensure that, as far as possible, an accurate list of those present is available as a roll call in case of fire.
28. The Centre Trustees and persons authorised by them, shall have free access to the hired premises in the pursuance of their duties and instructions, access must be given by the hirer for their admission.
29. Hirers are still liable for the cost of letting if a booking is cancelled less than 7 days before the hirer period.

Failure to Observe Conditions

If the hirer shall fail to observe or ensure the observance by others of the provisions of these terms and conditions and any notices attached to them, the Centre Trustees may without notice end the hirer's rights under the agreement, and effect the immediate vacation of the premises or grounds.

Such a termination shall not release the hirer from any of the obligations under the agreement or otherwise and the Trustees shall be entitled to retain any money paid as a deposit and to sue for any balance outstanding.

I agree to the above terms and conditions

Signed Date

Print Name

Please sign both copies, return one copy with your booking form and keep one copy for your own information.