

Your deposit of £150 will be kept if the Terms & Conditions below are not followed.

General

1. No more than 50 people in the Activities room or 30 people in the Community room (including children).
2. Children must be supervised and not be left unattended on the premises.
3. There are no parking facilities around the building, but there is ample parking around the park. **All vehicles have to park off site.** Access can be arranged for loading only and instructions need to be followed carefully. The hirer is responsible for such vehicles at all times whilst they are in the park; maximum speed limit in the park is 5mph. Parking only on the tarmac! Exceptions may be made for disabled access vehicles. Please ask at the time of booking.
4. No smoking in any part of the premises (including terraces).
5. No sale of alcohol allowed.
6. The organisers of events and activities in the building are wholly responsible for the behaviour, welfare and safety of their staff, guests and visitors. Any injuries and significant incidents must be reported to the Centre Staff.
7. Items in the Hub (e.g. toys, desks, mugs) shall not be used unless specifically hired or permission is given.
8. Any losses or damages to the Centre, its equipment or furniture must be reported and paid for by the hirer.
9. Do not pin/stick/attach anything to the walls of the room. Any damage to the walls will incur extra charges.
10. Hirers are fully responsible for all equipment and entertainment that they hire for their event and must ensure all legal requirements and insurances are in place. E.g. Securing and monitoring a Bouncy Castle, DBS checks for children's entertainers etc.

Hire Time

10. **Please arrive on time and leave on time. We allow 30 minutes for set up but booking time must include time to clear away after your event. If you exceed your agreed time, or do not clean up properly you may incur extra charges.**

Noise and Behaviour

11. Music and noise must be kept to an acceptable level. Please have consideration for residents and other park users and keep noise outside to an acceptable level. **Please notice that until further notice all those hiring the Hub can only use our own sound equipment, and not to be used outside. This decision will remain in force until we get clarity from the authorities on what the acceptable noise levels are.**

Hirers will be held responsible for any disturbances in the park caused by themselves or their guests; particularly during the evening and when leaving the park.

12. It is the hirer's responsibility to ensure that activities are legal and compatible with equal opportunities principles.
13. The Co-op management reserves the right to cut short, enter, limit numbers, or to refuse entry to and remove individuals if the behaviour is deemed contrary to the agreed terms and conditions of hire. The hirer will receive no refund if this action has to be taken.

Health & Safety

14. The Fire Exits and Fire Doors must not be blocked by tables, chairs etc.

Cleaning Up after hire:

15.
 - Should be finished **by the end of your booked time** (we suggest at least ½ hour to clean up).
 - All areas should be left as they were found e.g. floors and tables swept / mopped if food and drink has been spilt
 - It is the hirer's responsibility to clean up the outside area as well, if they have been using it.
 - All rubbish should be put in black bin liners and left in the storage shed on the main terrace of the Café. We can only accommodate 4 rubbish bags (bags are provided). The rest of the rubbish needs to be taken by the hirer to the container by Adams Road Gate (by the community centre/vehicle entrance).

Deposits, Hire Payment and Cancellation

16. **A deposit of £150** must be paid before a booking can be confirmed. Full payment (cash, cheque or bank transfer) must be made **14 days prior to the hire date**. Deposits will be returned to the hirer one week after the event. Your deposit of £150 will be kept if the Terms & Conditions below are not followed

17. If the cancellation of a booking occurs, the following shall apply
 - Notice less than 14 days prior to the event: 50% of the hire fee,
 - Notice less than 7 days prior to the event: 100% of the hire fee.

Loss, Damage or Theft

18. The Co-op management cannot accept responsibility for loss, damage or theft of hirer's or guest's property.

Force majeure

19. If, due to an event beyond its control, the Co-op is unable wholly or substantially to perform its obligations to a hirer, the Co-op management will promptly notify the hirer accordingly and will refund any relevant deposit and/or other pre-payment paid to it in respect of the Booking to the hirer. We can't compensate for loss of earnings and any other associated costs.

Signed:

Print name:

Date:

The person whose name appears on this form shall be liable if the above Terms and Conditions are not followed. No hire of the premises for party political activities or religious services permitted.

The Co-op management reserves the right to refuse any booking. Reasons will be given in writing if requested.

If any of the above conditions are not adhered to, we may retain your deposit.