



Landport Community Centre

TERMS AND CONDITIONS OF HIRE

1. The Hirer will, during the period of the hiring, be responsible for the good care of the premises, the fabric and the contents, health and safety of themselves and all members of their group, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
2. Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purpose for which they intend to use them. Any accident or damage must be reported to a member of staff immediately.
3. The Hirer shall not use the premises for any purpose other than the purpose they have stated on the booking form. The Hirer shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything to bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission.
4. SMOKING AND VAPING IS NOT PERMITTED anywhere on the premises or immediately outside the main entrance or the patio area outside the café.
5. Nothing should be affixed to the walls, doors, floors or ceilings of the building.
6. The premises must be vacated promptly at the end of your booking.
7. All hirers are responsible for reading the Fire Policy and ensuring all members of their group are aware of the evacuation procedures. Hirers must report any health and safety issues or concerns to a member of staff.
8. Any inappropriate or abusive behaviour towards other group members or a member of staff will not be tolerated.
9. The hirers must ensure visitors/spectators/parents attending activities do not bring animals on site. Working dogs such as guide dogs are permitted.
10. In booking your times, you must allow time for your group to set up and clear away afterwards. All tables, chairs and equipment must be set up and cleared away by the hirer.
11. The hirer is responsible for removing all litter and leaving the premises as found.
12. We endeavour to ensure that similar groups are not booked in at the centre at the same time; however no group will be given exclusivity at the centre.
13. Management reserves the right to refuse entry and/or cancel a booking without notice or reimbursement of fees.

LICENCES, REGULATIONS

1. The Hirer shall be responsible for obtaining such licences as may be needed from the Performing Rights Society, from Phonographic Performance Ltd or other licences required including the sale of intoxicating liquor and the observance of those same licences.
2. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
3. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing, music or other similar public entertainment or stage plays.
4. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.



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SAFETY

1. The Hirer shall ensure that any electrical appliances brought by him/her to the premises and used there shall be safe and in good working order and PAT tested, and should be used in a safe manner. If equipment brought into the building is faulty this could result in the electric trip switches being activated and the resultant loss of power will be the responsibility of the hirer.
2. Candles (or any device with naked flames) and smoke machines (including haze, bubble machines and similar) are not permitted at the centre.
3. Bouncy castles are permitted within the building only up to a maximum wall height of 2.8 metres; if using a bouncy castle you are required to provide a copy of the insurance cover. It is the responsibility of the hirer to make sure public liability insurance is in place. We do not provide any insurance for the use of bouncy castles, and cannot accept any responsibility in event of an accident.

NOISE

1. The Hirer is responsible to ensure that good order is maintained during the period of hire where sound amplification is used ensuring that no disturbance or nuisance is caused to persons in the locality giving rise to a formal complaint.
2. The Main Hall is fitted with a noise restrictor; this will cut power if noise goes above the accepted level.
3. The Hirer shall ensure that the minimum of noise is made on arrival and departure.

AT THE END OF THE HIRING

1. At the end of the hiring, the hirer shall be responsible for leaving the premises and surroundings in a clean and tidy condition; properly locked and secured unless directed otherwise by the Centre Manager and any contents temporarily removed from their usual positions properly replaced; otherwise the Centre Management/ Trustees shall be at liberty to make an additional charge. All solid waste e.g. drinks bottles; cans; packaging; etc. must be removed from the premises by the Hirer.
2. Property of the hirer/user must be removed immediately on completion of the hire of the building (unless storage has been agreed with the Centre Management/Trustees). Further charges will be raised until the same is removed if not done immediately. If storage has been agreed then the property must be stored on the shelves provided and if any property does not fit on the shelves provided then you will have to remove all access properly. No property can be left on the floor of the storage room.
3. The Centre Management/Trustees accepts no responsibility for any property left in the building. Regular hirers/users will need to seek separate insurance to cover their members, activities and any property used or stored on the premises.

DAMAGE

1. The Hirer shall indemnify the Centre Management/Trustees for the cost of repair for any damage done to any part of the property or the contents of the building which may occur during the period of the hiring as a result of the hiring.
2. The Centre cannot be held responsible for any or loss or damage to the hirers equipment.



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GAMES ROOM

1. Hiring of the Games Room will require a deposit of £100; the deposit will be returned once all the equipment has been checked, plus the room tidied and all rubbish bagged and removed.
2. If the hirer finds that any controller or any of the equipment is faulty please notify a member of Centre Staff immediately.
3. If any member of your party damages any equipment within the Games Room, you will be invoiced accordingly for the cost of repair.
4. No food or drink is to be consumed around any of the equipment in the Games Room.

INJURIES/ACCIDENTS OR DEFECT

1. A sheet to record defects and accidents/injuries is kept in the rack by the Main Office door. The hirer must record on this sheet any problem, breakage, injury, use of first aid supplies, etc. If a defect is hazardous, the hirer must take immediate safety measures, and report the defect to a member of the Centre Staff immediately. Defective equipment must not be used until it has been repaired and inspected.

BOOKING REFUSAL AND CANCELLATIONS

1. The Centre Management reserves the right to cancel this hiring, in which case the Hirer shall be entitled to a refund of any deposit or payment already paid.
2. In the event of the building or any part thereof being rendered unfit for the use for which it has been hired, the Centre Management shall not be liable to the Hirer for any resulting loss or damage whatsoever.
3. The Centre Management reserve the right to refuse a booking without notice.
4. The Centre Management reserve the right to amend the terms and conditions of booking at any time.

GENERAL DATA PROTECTION REGULATION

1. To enable Landport Inter Activ to process your booking we will collect and store the following information:
 - Name
 - Contact information including email address
 - Postal address
2. Booking forms containing this data are destroyed within one month from termination of your booking.
3. No information is stored for advertising purposes.



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PAYMENT CONDITIONS

1. In certain circumstances, a deposit will be required before a regular booking can commence.
2. ALL ONE OFF PARTY BOOKINGS WILL REQUIRE a £40 deposit which will be returned at the end of the party if the room is left as it was found; the floor must be swept and the rubbish all bagged up. The table and chairs must be cleared away. The deposit will not be returned if there is any damage to the room or walls or any property belonging to the centre. Room hire fees must be paid 2 weeks in advance of the party booking or you could risk losing your deposit and having your booking cancelled.
3. The hirer shall be responsible for prompt payment of charges. Payment will be due monthly on receipt of our invoice.
4. All charges shall be paid direct to Enable Ability – Landport. Payment must be made within 14 days of the date of the issued invoice. Cheques are to be made payable to: Enable Ability – Landport.
5. If payment is not received by the due date any future hiring could be at risk of cancellation.
6. It is important that any queries or problems with payments are brought to the attention of the Centre Manger immediately.
7. All hirers must sign and adhere to changes in booking and cancellation policy.

CHANGES OR CANCELLATION POLICY

Cancellation Charges	
More than 14 days' notice	NO CHARGE
Less than 14 days' notice	100% charge

- The Centre Management may, at their discretion, retain all or part of the deposit charged if any of the above conditions are not met and the user will be further responsible for any additional costs incurred for replacements, repair of damage, extra cleaning or other expenses incurred by the hire.



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FIRE / EVACUATION PLAN

PLEASE NOTE: ALL EMERGENCY EVACUATION OF THE BUILDING MUST FOLLOW THIS PROCEDURE, e.g. fire, gas leak, bomb alert.

IF YOU DISCOVER A FIRE : Immediately operate the nearest fire alarm call point.

ON HEARING THE ALARM:

All Staff/Centre Users – immediately evacuate the building, taking persons in your charge through the nearest exit.

- Always use the nearest exit
- Do not stop to collect personal belongings
- Do not re-enter the building

Office Staff/Hirer (if no staff on duty) – call the Fire and Rescue Service. Pick up the room registers, signing in book in foyer and leave the building through the nearest exit.

Assembly Point:

Everyone is to assemble outside St Faiths Church which is situated to the left of the Main Entrance of the Community Centre and report to the person in charge.

- The Centre Manager/Staff in charge will verify that the Fire and Rescue service has been called
- In the event of a missing person, report immediately to the person in charge. **DO NOT GO BACK INTO THE BUILDING.**
- In the event of a missing person thought to be still inside, the person in charge will aim to locate their whereabouts from outside the building in order to inform the Fire and Rescue service.

DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE TOLD TO DO SO BY CENTRE MANAGEMENT OR THE FIRE AND RESCUE SERVICES.