

Dean Acres Community Centre

Rules and Regulations for the hire of Dean Acres Community Centre

1. Booking

The Centre shall be left for the purpose of social, cultural and recreational activities.

The Centre shall be used only for the purpose stated on the booking form and shall not be sub-let.

The maximum number of persons permitted in the premises shall not exceed the number stated by the Trustees.

There will be no single age parties for 16 years- 21 years age group.

Family parties and children's parties will be allowed.

2. Cancellation

Seven working days' notice of cancellation shall be given to the Centre as otherwise the hirer may be liable for payment of the full charge.

3. Responsibilities of hirer

The hirer has a responsibility for the Centre and its contents for the duration of the hire, for the supervision of the premises, and for complying with safety and safeguarding requirements. The hirer may also wish to consider obtaining a PPL/PRS music license. The hirer should also comply with any requests made by the Caretaker and/or Trustees as to the general conduct of persons attending the function and the parts of the Centre to be used and shall also comply with conditions of hire.

4. Loss, Injury, Damage

The hirer shall meet the cost of any damage caused to the Centre or its contents or for theft or loss of contents and shall be bound to relieve the Centre's Trustees from all claims which may be made against them for loss injury or damage sustained by the hirer's occupation of the premises. The Trustees will not be responsible for any damage to or loss of goods or property left in the Centre by the hirer or persons attending any function therein nor for loss or damage of property brought into the premises by the hirer. If any vandalism or wanton damage should occur during the hirer's occupation of the premises, then the hirer may be refused the further use of the Centre and any bookings already made may be cancelled.

5. Insurance

Although the Trustees have third party liability insurance the hirer may wish to take out appropriate insurance to cover loss or theft of, or damage to, property belonging to the hirer, the Centre or members of the public and to cover death of, or injury to, persons in the Centre during the period of hire. When an event is open to the public, the hirer may also wish to take out at least public liability insurance and the Centre is let on the understanding that this precaution will have been taken.

6. Cleaning

The hirer shall make arrangements to leave the Centre in a reasonable state of tidiness and shall not leave dirt or litter on the floor. The kitchen, if used, shall be kept clean and tidy and crockery, cutlery and cooking utensils shall be thoroughly cleaned after use.

7. House rules

There are rules for every person using the Centre and it is the responsibility of the hirer to ensure that there is no breach of these rules during the period of hire. These rules include:

- No alcoholic drinks are to be consumed without the permission of the Trustees.
- The use of confetti shall not be permitted within the Centre.
- All fire exits, staircases and passages within the Centre shall be kept entirely free from obstruction at all times.
- The hirer shall make adequate and proper stewarding arrangements in connection with the use of the Centre.
- Nails or screws or pins shall not be driven into any part of the Centre structure or into any furniture, fixture, or fitting therein.
- The erection of any display boards etc. required in connection with the hirer's occupation of the Centre including external sign boards etc. or additional electrical or other fittings, shall be subject to the approval of the Centre Trustees.
- The minimum number of persons permitted in each area of the Centre shall not exceed the number prescribed by the Trustees.

8. Observance of Conditions of Hire

The hirer, on signing the booking form, agrees to abide by the full conditions of hire. The Trustees at their discretion reserve the right to vary, amend or alter these conditions from time to time.