



## Terms & Conditions of Hire

**Please read these Terms and Conditions of hire before making your booking, and sign the booking form to indicate that you have done so.**

**Booking.** The person named on the booking form shall be considered the Hirer. Where an organisation is named, the person signing confirms that they do so with full authority of the organisation. The Hirer must be over 18 years of age.

**Hire Period.** **The hire period is the time that the hirer commences and finishes using the facility. This includes the time taken for setting up and clearing up.**

The Centre's two halls may be hired individually or, exceptionally, the whole Centre hired out; but in all cases lettings are on the basis of "left as found".

Where only one hall is hired, Hirers may, in some cases, not have exclusive use of the whole building and may have to share cloakroom facilities with another hirer. In such cases where there are two hirers using the building the kitchen facility will only be available to one hirer and will not be shared.

**Regular Hire.** All regular lettings must be booked and paid for in advance under terms agreed between the Hirer and the Centre, e.g. per term, quarterly. The dates of regular bookings will be agreed in advance and no refund as a result of cancellation of all or part of the agreed lettings will be granted.

Hiring prices are reviewed annually, and prices charged will be those in force at the time of booking the letting. Full payment is required for the hire by the date stated by the Centre (displayed on the invoice) or the booking will be cancelled. Bookings made less than 21 days before the event will require full payment at the time of booking. Cancellation by the Hirer within 21 – 7 days of the event will incur a charge of 50% of the total hire cost. Cancellation between 2 – 6 days will incur a 75% cancellation fee and less than 24 hours notice a 100% cancellation fee will be levied.

**Deposit.** A non-refundable **booking deposit will be required, and bookings for parties may require both a booking and security deposit. Booking deposits are deducted from the final hire payment, and security deposits (equivalent to the value of the rental) are refundable on satisfactory inspection of cleanliness of the facilities used and contents after the hire. Should the event exceed the time booked then a charge of £25 per hour will be levied.** At the Centre's discretion, the deposit may be increased for certain events. The period of hire, and the area hired, is indicated on the booking confirmation. Provided that payment of the hire charge and any security deposit have been received, arrangements will be made for the Centre to be opened.

**Right of refusal.** The Wrights Meadow Centre may refuse any application for the hire without stating a reason. Community organisations, regular bookings and local groups shall have priority over other bookings, but no organisation shall be deemed to have an undisputed right to an unbreakable series of bookings. In cases of doubt or difficulty the matter shall be referred to the Management Committee whose decision shall be final.

**Occupation and use.** The hire of the building is for the specific agreed times shown on the booking form and does not entitle the Hirer to use or enter the premises at any other time. The building shall only be used for lawful activities. Tables and chairs must not be removed from inside the building for use outside. At the end of the letting, any furniture used or moved within the building must be cleaned and returned to its original position.

Decorations such as balloons and streamers may be attached by displayed and hung by string or Blu Tack. Adhesive tape on the walls or paintwork is not permitted.

**No smoking is permitted anywhere within the Centre building.**

Bringing fireworks into, or the ignition of fireworks in the Centre or Car Park is expressly forbidden.

The lighting of candles etc save for commemorative cakes is not permitted.

**Sub-let.** The Hirer shall not sublet the building or any part thereof.

**Safety.** Hirers are responsible for health and safety issues and providing information about safety procedures, Fire Exits etc. Hirers are not permitted to enter the upstairs mezzanine level of the Centre. Any accident must be recorded in the Centre Accident Book kept behind the bar.

**Fire Exits.** No exits may be blocked. Chairs or other obstructions must not be placed in corridors or fire appliances removed or tampered with, and fire doors must be clear at all times. Exceptionally they may be propped open in hot weather.

**Culpability.** Except for wilful negligence on the part of The Wrights Meadow Centre, Centre volunteers, members or Committee shall not be responsible for any loss of, or damage to, the Hirers or any third parties property arising out of the hiring, nor for any loss, damage, or injury which may be incurred by, be done to or happen to, any person or persons using the building during the hiring, arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or act of God which may cause the building to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify the Centre against any claim which may arise out of the hiring or which may be made by any person using the building during the hiring in respect of any loss damage or injury.

**Breakages and Damage.** The Hirer is responsible for all damage to the building, equipment, furniture and property in the building and grounds occurring during the period of the hiring or while persons are entering or leaving the building pursuant to the hire, however and by whomsoever caused. The Hirer will be responsible for replacement 'as new' of any equipment, furniture or property and for the full cost of making good any damage to the building, fixtures and fittings.

**Condition on vacation.** On vacation of the building, the Hirer shall leave the building in a clean and orderly state and all empty bottles, cans, paper, food debris and any other waste cleared from the building and suitably disposed of in the receptacles provided. Recyclable items are to be placed in the appropriate bins. The hall(s) and cloakrooms must be left in as clean a condition as found. Hall bookings that include use of the kitchen and contents, must be left clean. Floors to all areas must be swept and tidied. Any deposit monies will be refunded after a satisfactory inspection of the building by a member of the Management Committee or volunteer present.

**Cessation of activity.** The Wrights Meadow Centre and/or Committee Members reserve the right to put a stop to any entertainment or meeting not properly or reasonably conducted.

**Consumption of Alcohol.** The Centre has a licensed bar which can be opened for events. Only alcohol purchased from the Centre bar may be consumed on the premises, (including the outside area).

**Consumption of own non-alcoholic drinks.** In circumstances where a hirer declines the offer of bar facilities, an additional charge is levied to help defray the cost of disposal of used cans bottles etc. This charge is variable dependant on the type of hire.

**Provision of crockery, cutlery etc.** These are not supplied but *may* be available for hire at an additional cost.

**Bags for waste disposal.** Hirers are encouraged to provide their own bags and ensure that recyclable items are segregated from non-recyclable waste.

The Wrights Meadow Centre Management Committee reserves the right to change these Terms and Conditions at any time at their discretion.

**We thank you for your co-operation and hope that you enjoy the use of the Centre**