



## CONDITIONS OF HIRE FOR THE PHOENIX CENTRE

**All hirers are bound by these conditions, signing the booking form is taken as consent to accept these terms. Hirers should make all users, during the period of hire, aware of these conditions. Liability for any breach is with the person signing the booking form.**

1. All Invoices to be paid by the 21st of each month, or by a date agreed with Centre Manager. A 50% cancellation fee if cancelled with less than 30 days notice and 100% cancellation fee if cancelled with less than 7 days notice. If the hirer fails to arrive for more than 3 bookings without giving notice, they will be charged.
2. All party bookings must leave a £20.00 non-returnable deposit on booking and the balance must be paid on the day of the party. All Parties require a £25 cleaning deposit, to be returned on the Monday after the party if no damage is found. Cleaning includes outside areas.
3. All casual bookings must pay on the day of the booking unless other arrangements have been made.
4. The hirer is responsible for any damage caused to the premises, including outside areas and any equipment used during the hire period and/or any damage caused by incorrect security. All doors (including emergency exits) and windows must be closed and locked before leaving the building.
5. Only equipment specified at the time of booking shall be used.
6. Centre furniture may be moved, on the understanding it is returned to its original site at the end of the letting. Large furniture must be carried to avoid damage to floors. No high heeled shoes to be worn in Rooms 1 & 3, due to risk of damaging the floors. Any damage to floors will be charged at £25.00 per hour to repair. A £25.00 charge may be enforced if furniture is constantly left in the wrong place.
7. No nails, tacks, screws, pins etc. are to be driven into walls & floors, or adhesives fixed to walls, floors, ceilings and furniture unless agreed with the Centre Manager beforehand. Any screws or hooks already in walls and ceilings must not be removed.
8. Litter and property belonging to the hirer is to be removed. The hirer will pay any costs incurred in removing these items.
9. The rooms and common areas should be left in a clean and tidy condition after use. Any litter or waste must be placed in the bins provided. If outside bins are full, your rubbish must be removed from the centre and grounds. (BINS WILL BE LOCKED IF FULL)
10. The hirer shall not tamper with lighting, heating or any electrical systems in the building.

11. The hirer will not sub-let the centre.

12. The hirer shall not infringe any copyright or performing rights and undertakes to indemnify the Project against costs for any infringements. 13. Smoking is not permitted anywhere in the Centre and grounds.

14. The hirer must ensure that all children 16 years and under are supervised by an adult at all times whilst in the centre and grounds.

15. The consumption of food and drink, including alcohol shall be subject to the conditions agreed with the Centre Manager beforehand. (Project Policies: No Alcohol For Under 18s)

16. The Project shall not be liable for any injury (including injury resulting in death) or damage or loss of property, which shall occur to, or be sustained by, the hirer or others, during the period of hire. The hirer shall be responsible for making arrangements to ensure against any third party claims which may result in a claim against his/her organisation whilst using the Centre. (The Project is insured against any claims arising out of its own negligence).

17. It is the responsibility of the hirer to make themselves aware of the necessary health and safety regulations appertaining to the use of the premises. Similarly the hirer must be aware of the necessary fire regulations and emergency exits. There is a Fire Alarm system installed in the building.

18. The hirer must not leave the Centre unattended during the period of hire (other than in the case of an emergency, when all reasonable attempts to secure the premises must be made.)

19. Any use of the photocopier and telephone must be paid for at the time of use.

20. The hirer shall, if selling goods, comply with Fair Trading Laws.

21. Hirers are requested to keep noise at a reasonable level in order to avoid disturbing nearby residents. All activities must cease by 9pm and the building vacated and locked by 9:30pm.

22. Hirers shall not advertise their event to take place at the centre contrary to the provision of the Town & Country Planning (Control of Advertisements) Regulations.

23. Any breach of the hiring conditions may result in the termination of any future hiring agreement.

24. The hirers are responsible for any equipment or personal belongings brought into the centre and left in the store rooms. The project shall not be responsible for any loss or damage of any personal equipment or belongings in the centre or grounds.

25. Only use rooms that are hired by you. Never enter a room that is in use by another hirer. You will be responsible for any damage to the other hirer's equipment and personal belongings.