



## WADE HALL COMMUNITY CENTRE

# THE PLACE

## TERMS AND CONDITIONS OF HIRE

*The Wade Hall Community Centre, 'The Place', is managed by The Leyland Project, a Christian charity registered with The Charity Commissioners number **1105380**, working in partnership with New Progress Housing Association to provide a range of support and services for the benefit of the local community.*

**The Leyland Project reserves the right to refuse a booking for any activity deemed by the Trustees to be inappropriate.**

1. The person who signed the application form will be considered the Hirer.
2. The Hirer shall be responsible for any damage to the building, furniture or fittings during the period of the hiring and shall reimburse The Leyland Project and/or Partners for any repairs or replacements made necessary in the event of such damage.
3. The use of the premises must be restricted to the use specified on the lettings application form.
4. The Hirer should, prior to the hire period starting, check for any defects or damage, health and safety risks or otherwise, and report the same to the Leyland Project Manager or representative of the Leyland Project.
5. The Hirer shall not sub-let the Community Centre to another group or individual.
6. The wearing of footwear likely to cause damage to floors is forbidden.
7. The Hirer must arrange appropriate insurance cover if organizing a group activity open to the public.
8. The Leyland Project Trustees reserve the right to cancel any letting.
9. The Leyland Project and New Progress Housing Association shall not be responsible for the loss or damage to any property whatsoever or death or injury to any person whatsoever, arising out of, or in the course of, or caused by the hire of the Centre by the Hirer unless the same is due to negligence of the Leyland Project or New Progress Housing Association
10. Any group working with children or young people under the age of 18 is required to have the following:
  - i. Recent CRB checks (within the last 3 years) for all staff AND volunteers.
  - ii. Relevant qualifications where appropriate for all staff and volunteers supervising the session.
  - iii. A Child Protection Policy (or is currently working towards producing one)
  - iv. Appropriate staff/volunteers to children ratios to supervise the session.

11. The Hirer must provide an appropriate first aid kit, as the Community Centre does NOT provide first aid equipment for independent groups.
12. Lettings invoices must be paid promptly. Failure to do so could result in future bookings being cancelled.
13. Lettings groups must inform the Centre if they are not using the premises when they are booked in to do so by calling 01772 436200
14. The right of entry to the Centre is reserved to the Leyland Project and any Police Officer at any time during the hiring for inspection or otherwise.
15. The Hirer shall be responsible for ensuring that good order is kept in the Centre during the hiring..
16. Restrictions applied to use of building;
  - For your own protection and for the protection of the Hirer's clients portable electrical equipment brought into the Centre must be operated through a suitable RCB (Residual Current Breaker) device
  - No bolts, nails tacks, screws, drawing pins etc. shall be driven into any part of the building. The use of adhesive materials (e.g. 'sellotape') on any part of the building is also prohibited.
17. The Hirer shall not use the Centre or any part thereof or cause or permit the same to be used for any unlawful purpose.
18. Both smoking and the use of alcohol within the Centre are prohibited.
19. The Centre must be left clean, tidy and secure after use. This includes locking all doors, shutting all windows etc.
20. Any property left in the building after the expiration of the period of hire will be disposed of by the Leyland Project unless such property is claimed by the owner within 28 days of the expiration of the period of hire.
21. A claim for return of property left in the building should be made to the Manager of the Leyland Project who may require such information as he considers reasonable to satisfy himself that the person claiming property is the owner.

**The Leyland Project shall be entitled to cancel the contract of hire and expel all or any persons from the building if any breach of these conditions is committed.**