



LETTINGS POLICY

CONDITIONS OF HIRE

1. Admission

- a) Grimsby Neighbourhood Centre, through its authorised officers, may refuse the admission to the Centre any person or group without giving any reason for so doing, and may similarly require any person or group to leave the premises.
- b) All hirers and users shall comply with the fire regulations and precautions currently in force in respect of the premises as identified by Centre staff, and the number of persons using the premises shall not exceed the stipulated maximum.
- c) The premises will not be let to any group which incorporates within its activities any type of meditation or spiritual activity which is not based on the Christian belief.

2. Liability

Grimsby Neighbourhood Centre shall not be liable to the hirer/user for any loss, damage or injury sustained by the hirer/user either by reason of any defect in the construction or maintenance of the Centre due to the act or negligence of Grimsby Neighbourhood Centre, or by reason of any misconduct or negligence on the part of any person using the Centre, and the hirer/user agrees to accept the risk of such loss, damage or injury.

PROVIDED that this clause shall not apply where death or personal injury is caused by the negligence of Grimsby Neighbourhood Centre.

3. Indemnity

The hirer/user shall indemnify Grimsby Neighbourhood Centre from and against any claims for loss, damage, costs or expenses which may be made against them in respect of any explosion, fire, personal injury or loss of or damage to property sustained by any person occurring during or in consequence of the hiring of the Centre.

4. Damage

The hirer/user shall be responsible for and shall pay to Grimsby Neighbourhood Centre on demand the cost of repair or replacement necessary in consequence of any damage done or occasioned to the premises or to the fixtures, fittings, apparatus, equipment, furniture or other contents thereof during the hiring of the premises; the cost of such repair or replacement shall be certified by the Grimsby Neighbourhood Centre's representative whose decision shall be final.

5. Hirers and Users

Hirers and Users shall:-

- a) Comply with all reasonable instructions and requests of the Centre staff.
- b) Comply with all the instructions of Grimsby Neighbourhood Centre relating to the use of the premises which may from time to time be published by notice on the premises or otherwise.
- c) Pay to Grimsby Neighbourhood Centre on demand the cost of repair or replacement necessary in consequence of any damage done or occasioned to the premises by the hirer/user or any person participating jointly with them in the use of the premises or by any person under the hirer/user's care or control.

- d) Ensure that the part or parts of the premises and any equipment used by the client are left in a tidy condition at the end of the period of use.
- e) Refrain from any conduct which is unseemly or which might cause offence, annoyance or danger to other users of the premises or to Grimsby Neighbourhood Centre or Centre staff.
- f) Comply with all instructions issued by Centre staff should there be a discharge by the fire alarm system. Assistance must be given in the evacuation of the building and subsequent gathering at the fire alarm assembly point outside the building.
- g) Report all accidents to Centre staff who will then record in the Accident Book.

Hirers and Users shall not (unless authorised by Grimsby Neighbourhood Centre):-

- a) Bring any animals on to the premises - except guide dogs
- b) Sell or supply for use goods of any description
- c) Display or erect any notices or decorations without prior negotiation with the Centre Manager
- d) Take any photographs of the Centre for professional use or publication
- e) Alter, adjust or interfere with any equipment, fittings or displays on the premises
- f) Bring alcoholic drinks on to the premises without prior consent
- g) Use fog or smoke machines
- h) Employ or use the services of a hypnotist or any such person, or practice any kind of Alternative Therapy
- i) Conduct an auction sale, unless the promoter is a registered charity

- j) Allow the use of tobacco or conduct any event sponsored by the tobacco industry
- k) Allow the use of drugs, pornographic literature, videos or DVDs etc
- l) Carry on any activities at the Centre which would in any way embarrass or denigrate the name of the Centre

6. Electrical Equipment

Under normal circumstances, any electrical equipment more than a year old should carry a pat tested sticker.

7. Charges

- a) Charges for the use of facilities shall be as laid down. Grimsby Neighbourhood Centre reserves the right to vary them without notice.
- b) All charges to be paid by the hirer/user to Grimsby Neighbourhood Centre as arranged at the time of booking.
- c) Grimsby Neighbourhood Centre may require the hirer/user to leave a deposit as security for the payment of charges and compliance with these conditions.

8. Cancellations

- a) In the event of needing to cancel a booking, please give the Centre Manager maximum notice possible.
- b) There will be a 15% administration charge if a booking is cancelled and not rebooked for another time.
- c) Any deposits paid are not refundable if the cancellation is within two weeks of the booking date.

- d) In the unlikely event of Grimsby Neighbourhood Centre needing to cancel a booking, we will endeavour to give maximum notice. Any monies paid will be returned to the user/hirer.

9. Hiring Arrangements

- a) Provisional bookings will be accepted over the telephone or in person, but will need to be confirmed in writing within two days.
- b) Grimsby Neighbourhood Centre may require the hirer/user to take out insurance cover against such risks as may be specified.
- c) The hirer/user shall maintain good order during the hiring and shall expel any person acting in a disorderly manner, or disobeying the instructions of the Centre personnel.

10. Child Protection

In the event of hiring Grimsby Neighbourhood Centre for children's or young people's activities, the hirer/user must abide by the Centre's Child Protection Policy (statement available upon request), unless the hirer/user is a uniformed organisation and has their own policy.

Grimsby Neighbourhood Centre confirms that we are fully aware of the principles contained in the Home Office Code of Practice "Safe from Harm" and undertake to adopt the recommended practice in all work with children and young people under the age of 16 years.

As this building is used by various people, including children, please ensure that no sharp objects, e.g. scissors, needles, pins etc, are left in the room.

11. Breach of Conditions

In the event of any breach of the conditions, the hirer/user may be required to leave the premises and forfeit the fee paid without prejudice to any claim which Grimsby Neighbourhood Centre may have against the hirer/user. The hirer/user shall ensure that all users of

the Centre, under or by virtue of the hiring, comply with the Conditions of Hire of the Centre and the hirer/user shall be liable to Grimsby Neighbourhood Centre for any breach thereof as if such had been committed by the hirer/user.

12. Transfer

The right to use the Grimsby Neighbourhood Centre's facilities and equipment is not transferable.

13. Interpretation

- a) **Centre Staff** means any paid/voluntary employee of Grimsby Neighbourhood Centre whose duties in that employment are directly connected with the running of the Centre.
- b) **Premises** means Grimsby Neighbourhood Centre, including outside areas and any part thereof under the jurisdiction of the Centre.
- c) **Hirer/User** means any person using the Centre or any of its facilities, whether or not any charge has been paid, and includes any spectators.
- d) **Hirer/User** means any person or organisation hiring any part of the Centre or its facilities. No person under the age of 18 will be accepted as a hirer/user.
- e) **Booked Period** means the period or any day reserved for the hirer/user.
- f) **Period of hire** means the period during which booked periods have been reserved for the client.

Grimsby Neighbourhood Centre is owned by the Elim Trust Corporation and is leased in accordance with their policies.