

CONDITIONS OF HIRE

WCCL Management Committee expect all users of the Centre to have RESPECT for each other, the Centre, the staff, other people's property and themselves and reserves the right to refuse to accommodate any person(s) unwilling to comply. We do not hire the centre for 18th and 21st Birthday Parties.

The **Hirer** shall be responsible for any loss or damage to the room or contents during the period of hire. No pins, blue tack, sellotape etc to be used on the walls.

The **Hirer** shall be responsible for the behaviour of persons using the room under their booking and shall be responsible for any loss or damage or personal injury caused by them in the hired room or elsewhere in the Centre.

The **Hirer** shall not use the Centre for any purpose other than described in the accompanying Booking Form and shall not allow it to be used for any unlawful purpose, which would prejudice any insurance policies in respect of the Whitley Community Centre.

All provisional bookings will require confirmation by completing a WCCL Booking Form. Remittance to be in advance with the form and £50 security Deposit returnable following the end of hiring period inspection. If confirmation is not received within 1 week WCCL reserve the right to re-let the room.

All room bookings are subject to a cancellation charge as follows:

- 4 weeks notice - no charge
- 3 weeks notice - 10%
- 2 weeks notice - 20%
- 1 weeks notice - 30%
- Less than 1 working weeks' notice - 50%
- Less than 1 days notice - 100%

When food is being consumed on the premises the **Hirer** must ensure that all receptacles to be removed from the premises.

The **Hirer** will respect the **NO SMOKING** Policy. If people are smoking outside the front entrance they must ensure they dispose of the cigarette butts considerately and not leave them strewn around the surrounding area.

The **Hirer** shall comply with all WCCL policies and those laid down by the Fire Authority.

At the end of the hire period the **Hirer** shall be responsible for leaving the room in a clean and tidy condition and properly secured. Any contents temporarily removed from their usual position are to be properly replaced. All rubbish to be taken away from the premises.

In the event of the Centre or any part being rendered unfit for the use for which it has been hired WCCL shall not be liable, to the Hirer, for any resulting loss or damage whatsoever.

Where Hirers are allowed a set of keys (only by Directors approval), in the case of loss of keys, the **Hirer** will be liable for the cost of changing all relevant locks and also to report such loss immediately to the Directors.

Any questions regarding this agreement should be directed to the Directors.

Signed:

(The same person who signs the Booking Form must also sign this agreement)

Date:

PLEASE NOTE: Minimum 2 hour booking