

Community Centre Room Hire – Terms and Conditions

1. General Conditions

- 1.1. All bookings are subject to approval by the Community Centre Management Committee.
- 1.2. The person making the booking (“the Hirer”) is responsible for the conduct of all attendees and for ensuring compliance with these Terms and Conditions.
- 1.3. The Community Centre reserves the right to refuse, cancel, or terminate bookings at its discretion.

2. Payment

- 2.1. All invoices are due for payment **on receipt**.
- 2.2. Failure to make prompt payment may result in cancellation of future bookings.

3. Use of the Premises

- 3.1. The Hirer is responsible for ensuring that the premises, including all equipment and facilities, are used safely and appropriately.
- 3.2. The Hirer must not cause nuisance, damage, or disturbance to nearby residents or other users.
- 3.3. The Hirer is responsible for any damage caused to the building, furniture, or equipment during their hire period and will be liable for repair or replacement costs.
- 3.4. If there are any problems during the hire period, it is the Hirer’s responsibility to report these immediately to the Centre Manager using the phone number provided.

4. Cleaning and Rubbish

- 4.1. The Hirer is responsible for **leaving the premises clean and tidy** at the end of their hire. This includes:
 - Sweeping the floor.
 - Ensuring all tables, chairs, and surfaces are wiped down.
 - Leaving no items on the draining board or in the kitchen sink.
- 4.2. **All rubbish must be taken home** by the Hirer — no waste or recycling is to be left at the centre.
- 4.3. Failure to remove rubbish or to leave the room clean will result in:
 - Immediate loss of future booking privileges.
 - Possible additional cleaning or waste disposal charges.

5. Termination of Future Hire

- 5.1. If these Terms and Conditions are breached — including failure to remove rubbish, failure to clean the space, or non-payment of invoices — the Community Centre reserves the right to **terminate any future bookings** made by the Hirer.

6. Liability

- 6.1. The Community Centre accepts no responsibility for loss or damage to personal property brought onto the premises.
- 6.2. The Hirer must ensure they have adequate insurance to cover their activities, if applicable.

7. Agreement

By confirming a booking and/or using the Community Centre facilities, the Hirer acknowledges and agrees to abide by these Terms and Conditions.