**Oasis Community Project – East Hastings Terms and conditions for hire**

1.The Hub shall mean Broomgrove Community Hub, 85 Chiltern Drive, Hastings including the outside boundaries (the portion of grass and the car park area). This agreement is between the hirer and Oasis Community Project, the Charity with the legal responsibility for the management of running the building.

2. Any provisional bookings must be confirmed by completing a booking form and paying a non returnable deposit of £20 . The balance is payable before or on the day. Any bookings not confirmed this way will be cancelled at least two weeks before the booking date.

3. As part of the booking process, all hirers will inform the Hub no less than 7 days prior to an event final arrangements and details for the event. If the booking is from a regular booking then standard information will be retained.

4. All invoices will be determined from the information provided on the booking form.

5. If a booking is cancelled, a charge may be made, calculated as percentage of the total cost. If a booking is cancelled up to 7 days before the even, then no further payment is due, if a booking is cancelled up to three days before an event, then 50% of the total cost is due, if the booking is cancelled on the day or the day before, then full payment must be made for the inconvenience caused as volunteers would have made arrangements to come and open up the building.

6. Oasis Community Project cannot accept liability for claims, damages, costs and demands in respect of death or personal injury arising from the using of the building by the client pursuant to this agreement insofar as such death or personal injury arising from negligence on part of Oasis Community Project – East Hastings, its agents or representatives.

7. Oasis Community project does not accept liability for loss or damage to property brought into the building or on behalf of the client, however caused.

8. The hirer is responsible to Oasis Community Project- East Hastings for any damage, breakages in the building or to our equipment or removal of property caused by themselves or their guests or employees.

9.Oasis Community Project will not be liable in failing to provide facilities previously agreed, in the event that it is prevented by doing so by causes beyond its control, this includes but not limited to fire, flood, storm, civil disturbance or industrial action.

10. An event that is booked should start and finish at the agreed time stated on the booking form. Any additional earlier starts or over runs ill result in additional charges. Please make sure you leave enough time within your booking to include setting up and packing away.

11. It is the hirers responsibility to clean and tidy all areas they use during their booking. Cleaning equipment and material will be available for your use.

12. The hirer and all parties attending an event must comply with the requirement of all competent statutory authorities including fire and health and safety regulations.

13. The hirer is responsible for ensuring that all their guests, employees sign in to the building in the signing in book provided by Oasis Community Project. Furthermore, the hirer is responsible for keeping a separate register of people attending their activity and ensuring they are familiar with the evacuation procedures of the building. The evacuation notice will be given to the lead person of the event and it is their responsibility to read the document in case evacuation is required.

15. If a hirer or one of their party wishes to bring electrical equipment into the centre, this must be by prior arrangements. A charge will be made for electric consumed by equipment utilising heavy loads. It is the responsibility of the hirer to ensure that all electrical equipment satisfies appropriate PAT testing safety checks.

16. Any additions or variations to these standard terms and conditions must be in writing with the Project. No verbal agreements or arrangements will be binding.

17. Whilst Oasis Community project will make available its insurance policies for inspection, it is emphasised that it is the responsibility of the hirer to ensure that any activity is appropriately insured at all times. Oasis Community Project reserve the right to ask to see and hold copies of hirers insurance details.

18. When hub facilities are hired by voluntary and community groups, Oasis reserves the right to ask to see relevant paperwork relating to the qualifications/experience of the person/s running the activity.

19. Oasis reserve the right to refuse a booking if the hirer has been in breach of this agreement in connection with their prior use of the centre or where any outstanding payment or liability arising from such use remains unsatisfied.

20.The hirer is responsible for the actions of members of their activity. Please note that discriminatory or aggressive behaviour towards any Oasis members on the premises during the activity will not be tolerated and will lead to that person(s) being asked to leave the premises.

21. Complaints procedure. Complaints must be put in writing and addressed to the Chair of Oasis Community Project, 85 Chiltern Drive, Hastings TN34 3PY. Copies of the Projects complaints procedure can be obtained from the office situated in the centre.

Signed ( Hirer)…………………………………………………………………. Dated…………………………………

Please print name in capitals………………………………………………………………………………………….

On behalf of which group ………………………………………………………………………………………………

Please complete and return this form to the centre within 7 days with the completed booking form.

Please note: Bookings are provisional until the booking form has been received and deposit made and confirmation given. Please make cheques to “Oasis Community Project- East Hastings” or ask for bank details to pay online.