



## **Goldsmiths Community Centre Terms and Conditions for Regular Weekly Bookings**

### **Bookings and Use of Space**

- All bookings must be made through our official booking system (e.g. Lemon Booking).
- The booked time must include set-up and pack-down. Entry and exit must fall within your booked hours.
- Your booking secures access only to the specified room(s). Use of other spaces must be agreed in advance. -
- Any changes to your booking must be made in writing or via the system, at least 7 days in advance.

### **Payment Terms**

- Invoices are issued monthly in advance for the following month's sessions.
- All invoices must be paid by the end of the month in which they are issued.
- Payment can be made via bank transfer, PayPal, debit or credit card, or direct debit.
- All payment options are listed on your invoice for convenience.
- Late or missed payments may result in temporary suspension or cancellation of bookings.

### **Cancellations**

- To receive a refund or credit, you must cancel the session in the previous month and no later than two weeks before the scheduled date.
- Cancellations made less than two weeks before a session will not be eligible for refund or credit.
- Persistent cancellations or no-shows may affect your ongoing booking agreement.

### **Access and Supervision**

- The hirer is responsible for access and supervision throughout the booking.
- You must not allow access to any unauthorised individuals.
- You are expected to vacate the building promptly at the end of your booking.
- Goldsmiths staff or volunteers may enter the space at any time if necessary.

### **Room Condition and Responsibilities**

- Please leave the room clean and tidy, returning any furniture to its original layout.
- All waste must be removed or placed in the appropriate bins.
- Any damage must be reported immediately and may result in a charge.
- Storage space is only available by prior written agreement.

## **Health, Safety and Safeguarding**

- Hirers are responsible for the health and safety of their group and activities.
- You must carry out your own risk assessments and ensure compliance with relevant regulations.
- If your activity involves children or vulnerable adults, you must have a safeguarding policy and appropriate DBS checks in place. We may request copies.
- Fire exits must be kept clear. In the event of a fire, evacuate the building and call 999.

## **Insurance and Liability**

- All regular hirers must have their own Public Liability Insurance (minimum £1 million cover). A copy must be provided annually.
- Goldsmiths Community Centre is not responsible for loss or damage to personal belongings or group property left on site.

## **General Conduct**

- Smoking and vaping are not permitted anywhere inside the building.
- Alcohol may only be consumed or sold with prior written agreement and correct licensing.
- Hirers are expected to ensure that all group members behave respectfully towards staff, volunteers, and other users of the centre.

## **Termination of Agreement**

- Either party may terminate the regular hire agreement with 30 days' notice in writing.
- Goldsmiths Community Centre reserves the right to terminate a booking with immediate effect in cases of:
  - Breach of these terms
  - Health and safety concerns
  - Disruptive or inappropriate behaviour

## **NCIL Funded Groups**

- You will receive room hire for 1.5 hours per week for 3 months and 50% reduction for a further 3 months.
- The Hire would be able to book rooms for more than 1.5 hours per week during this time and will agree to make payment for these accordingly.
- Following the initial 6 months there would be a possibility of paying a reduced fee in line with our evolving partnership structure.
- We may also be able to help by giving some support with advertising.
- By accepting this funding the hire will agree to take part in the monitoring process.

Users of the group are to complete monitoring forms each quarter, supplied by Goldsmith Community Centre, which is required to continue funding. If these are not completed a refund may be required from the hire for costs incurred, ie room hire fees.

## **Final Note**

- If you have any questions or require clarification, please contact the Centre Manager. We're here to help ensure your sessions run smoothly.