



**Goldsmiths  
Community  
Centre**

## **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.