

Reigate and Banstead Community Centres

Conditions of Hire

CANCELLATION POLICY

Once you have hired a space with us it means that we have reserved time in our schedule exclusively for your booking. Therefore, if you need to cancel the hire agreement, we respectfully request at least seven days' notice. Any cancellation or reschedule made less than seven days will result in a cancellation fee. The amount of the fee will be equal to 50% of the booking fee.

To avoid a cancellation fee, please provide cancellation notice in writing (email is sufficient) at least seven days prior to your booking. You can cancel or reschedule an appointment by emailing us at woodhatchcommunitycentre@reigate-banstead.gov.uk, or calling the centre on 01737 221030 .

CONDITIONS OF HIRE

Application for the hire of this accommodation shall be made on a booking form obtainable from the Centre Team and must state the precise nature of the purpose for which it is required. All arrangements for the use of equipment must be made through the Centre Team

1. The person(s) signing the application form shall be deemed to be the hirer, except where an Organisation is named, that Organisation shall also be considered the hirer and shall be jointly liable with the person(s) signing the form. (Applications signed by persons under 21 years of age cannot be accepted).
2. Parking is not guaranteed at the Centre.

THE HIRER AGREES

- a) To ensure that the hirer or some other Responsible person authorised in writing by the hirer is present throughout the period of hire. (The Hirer must provide the Centre Team in advance with a list of those persons who will be responsible during the period of hire).
- b) To ensure that the Responsible person does not leave the premises at the end of the period of hire until a member of staff on duty has checked the area hired.
- c) To ensure that the premises are not used for any other purpose other than that stated in the booking form.
- d) To accept full responsibility for, and to indemnify Reigate and Banstead Borough Council against, all costs, charges and claims in respect of injury to any person using the premises except such as may be caused by the negligence of Reigate and Banstead staff or agents.
- e) To ensure that each area hired is left in the condition it is found and all rubbish to be collected in the bags or containers provided.
- f) To compensate Reigate and Banstead for any damage caused to the building or any apparatus, possessions or appliances belonging to Reigate and Banstead or its staff during the period of hire or as a result of any breach of this agreement.

- g) Candles (except celebratory cake candles), cooking equipment, heating appliances or highly flammable substances shall not be brought into or used in any part of the premises.
 - h) To ensure that all apparatus concerned with the hire is removed and the premises cleaned and tidied by the time of completion of hire.
 - i) To compensate Reigate and Banstead or any member of staff of the Centre should any theft occur of any items during the period of hire or as a result of a breach of this agreement.
 - j) To ensure that at no time during the period of hire is any emergency exit from the premises locked or obstructed.
 - k) To ensure that all persons using the premises are aware of the no smoking restrictions and the site of fire appliances and emergency exits and these are not interfered with unless an emergency occurs.
 - l) To take all proper precautions for the prevention of accidents to any person on the premises during the period of hire, and to be responsible for all first aid provision.
 - m) To allow no more than the maximum permitted number of people to attend the premises.
 - n) To take the proper steps to control admittance to the function and ensure there is no intrusion or hindrance to any other event or function taking place elsewhere in the Centre.
 - p) Alcohol shall not be sold on the premises at any time during the booking without the relevant alcohol licence in effect and authorisation from the centre team.
 - q) To ensure that the entry and exit times for which the function is booked is strictly adhered to and also to ensure that the activities for which the premises are hired cease early enough to enable all people to leave by the end of the hire period, and by 11.30pm at the latest. If this is not adhered to Reigate and Banstead reserves the right charge an extra hour's fee for every 15 minutes over time.
 - r) To ensure that no music is played on the premises after 11pm.
 - s) To ensure that any licenses, including music and dancing licences, required for the function are obtained from the relevant authority and shown to the Centre Team prior to the event and that the premises are not used for any activities that require a licence unless the appropriate licence has been obtained.
 - t) To ensure that the noise levels during arrivals or departures is not such to cause nuisance or inconvenience to occupiers of neighbouring properties.
 - u) That no public announcement of any function proposed to be held shall be made until the hiring charge has been paid in full and the application accepted by Reigate and Banstead.
 - v) That the hirer has inspected the premises and they are suitable for the purpose for which they are hired.
 - w) To ensure that all items of electrical equipment brought into the building comply with the Electricity at Work Regulation 1989 and the Provision and Use of Work Equipment Regulations 1992, and to sign a declaration on the Booking Form to that effect.
 - x) To be charged 50% of the booking fee if the booking is cancelled within seven days of the date of hire.
3. Reigate and Banstead shall not be responsible or liable for any damage to or loss of property, articles or things placed or left on the premises by the hirer or any other person.

4. Reigate and Banstead reserve the right of entry to the premises at all times during the period of hire to its members and staff.
5. Reigate and Banstead reserve the right to allow the use of other parts of the Centre during the period of hire and to allow the common use of the entrance area and toilets.
6. In the event of any breach of the above conditions or in the event of any misstatement in the form of application or any material omission from the form whenever discovered, the hiring may be cancelled without prior notice at Reigate and Banstead's discretion.
7. Reigate and Banstead staff has authority to act in relation to matters under this agreement.
8. Reigate and Banstead will not be held liable for any shortages of water, internet access, electricity or gas supply out of its control.
9. Reigate and Banstead reserve the right to cancel this agreement and repurpose its use for an indeterminate amount of time for any good reason beyond its control and in that event to return all fees paid to the hirer.

To be added:

- Invoice will be sent out before the booking. Bookings to be paid before the booking event.
- Check cancellation terms and fees
- Use stripe payment unless otherwise agreed
- Increases in fees each year, updated in March, applied on 1st April.
- Debt recovery team