



TERMS & CONDITIONS OF HIRE

Please note that Percy Community Centre operates a NO SMOKING policy

The Person named on the Room Hire Booking Form shall be personally responsible for ensuring that these conditions are met in ALL respects

Deposits & Fee Payments

- a. A deposit of 50% of the total room hire fee will be required to secure the room booking itself. This deposit will not be refunded to you if you fail to attend or if you fail to cancel your booking within two weeks of the event you have hired the facility for.
- b. Unless you have an account with Percy Community Centre, you will be required to settle the outstanding balance of the room hire fee no later than the day you use the facilities. Account holders will be invoiced at the end of the month within which they attended the centre.

NOTE: Please make sure that the period of hire includes any set up or cleaning up period required for the completion of the activity.

Damages

- c. You (the hirer) will be held personally responsible for any damage caused to the facilities or apparatus hired, and the costs for any such repairs will be charged in full to the hirer in question.

Attendance

- d. The hirer **MUST** be present throughout the period of hire and ensure that all group members leave the centre following the event.

NOTE: If the hirer is not present then the hirer must ensure that a named representative reads and understands the terms & conditions laid out in this document

Drinks Licensing

- e. You are responsible for making sure that any alcoholic drinks licences are obtained and that proof of the above is submitted to Percy Community Centre at least 7 days prior to the event taking place.

Centre use

- f. You must ensure that the premises are used only for the purposes stated on your booking form and ensure that Centre policy regarding security is adhered to at all times
- g. Proper and reasonable steps must be taken to ensure that only those invited to attend actually gain access to the Centre and its facilities and that there is no intrusion or hindrance to any other Centre user or function taking place anywhere else in Percy Community Centre.
- h. You must make sure that reasonable steps are taken to limit the noise caused when arriving and departing from the centre so as not to cause nuisance or inconvenience to our local residents in neighbouring properties.

Playing of Music

- i. You must ensure that any and all appropriate licences are obtained for any function required by the PRS (performing rights society)
- j. Please make sure that no music is played on the premises after 2300. (2230 on week days and Sundays)
- k. you must also ensure that noise levels during an event are kept within accepted levels as set out by the Environmental Health Authority as we do not wish to cause any nuisance or inconvenience to our local residents in neighbouring properties.

PERCY COMMUNITY CENTRE :

1. **Will not** : be responsible for any Loss or damage to any personal property left on the premises by the hirer or any person connected with the activity
2. **Will not** : be responsible for any damage to neighbouring properties as a result of a group's activities; in which case the users will be required (this excludes any damage related actions by members of Percy Community staff)

PERCY COMMUNITY CENTRE :

3. **Reserves the right** : not to allow use of parts of the building other than those rooms hired during the period of hire
4. **Reserves the right** : to provide any and all catering requirements for group bookings. Please see our catering menu for further details about what can be ordered.

NOTE : Our tea and coffee are “**FAIR TRADE**” products

5. **Reserves the right** : to terminate **ANY** booking and refund the deposit and or hire fee if the activity is found to be in direct conflict with Percy Community Centre's Equal Opportunities policy, it's Code of Conduct, or the Terms & Conditions set out in the document, or any other reason the Centre manager feels is justified.

PERCY COMMUNITY CENTRE :

6. **Will** : provide brushes and or bin liners to aid in the clearing up process of an activity upon request
7. **Will** :charge the full room hire fee for any booking which is cancelled within 48 hours of the event.
8. **Will** :charge 50% of the hire fee for any booking which is cancelled within 14 days of the event.

NOTE : The hirer will not be charged for cancellations made outside the 14 day boundary and any deposit paid before this time will be refunded to the hirer in full

FIRE REGULATIONS

1. **The Fire Assembly Point for Percy Community Centre is 55 New King Street (Book Shop)**
2. All users must ensure that the fire apparatus on the premises (including the Annex) is not interfered with in any way
3. You must ensure **AT ALL TIMES** that during the period of hire **NO** emergency exits from the building are either **LOCKED, OBSTRUCTED, or LEFT OPEN.**
4. You must ensure that all persons using the premises are fully aware of the **FIRE PROCEDURES and FIRE EXITS** (see further instructions Attached)

PLEASE READ AND SIGN BELOW

I/We have read and understood the terms & conditions of hire and agree to abide by contents therein.

I/We have also read and understood the **FIRE SAFETY PROCEDURES** and will instruct our group of what to do in the event of a fire

PRINT NAME :	SIGNED :	DATE :
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FIRE ALARM & SAFETY INSTRUCTIONS

- # **If you discover a fire, sound the alarm by breaking the glass on the nearest fire alarm point**
- # Only attempt to extinguish the fire using the equipment provided IF IT IS SAFE to do so
- # If the alarm sounds, the group leader or named representative in charge of the event should instruct all participants to leave the building using the nearest available Fire exit which are clearly marked throughout the building
- # **DO NOT STOP TO COLLECT BELONGINGS**

Dial 999 for the emergency services and report the fire immediately. Do not use the foyer Payphone unless it is safe to do so.
- # If it is not safe to use this phone then the nearest public phone box is on Charles Street.

Public Phone Box Location

**TURN LEFT OUT OF THE MAIN ENTERANCE TO Percy Community Centre.
AT THE END OF NEW KING STREET TURN RIGHT. THE PHONE BOX IS 50 METERS
DOWN THE ROAD ON THE RIGHT.**

ASSEMBLY POINT

**The assembly point is 55 New king Street outside the Book Shop. :
TURN LEFT OUT OF THE COMMUNITY CENTRE'S MAIN ENTERANCE**

BOMB THREAT ASSEMBLY POINT

In the event of a bomb threat the assembly point is :

THE GREEN PARK STATION ENTERANCE

Group Leaders are responsible for making sure that all participants in their care have left the building (if a member of staff is not present). If this is not possible then you must inform the Fire Brigade of there last known location as soon as they arrive in the scene.

DO NOT RE-ENTER THE BUILDING UNTIL IT IS SAFE TO DO SO