

COMPANY NUMBER: 6786345
CHARITY NUMBER: 1127986



Percy 
Community Centre

New King Street, Bath, Somerset, BA1 2BN

Telephone & Facsimile 01225 423014

Email info@percycentre.org.uk

Website www.percycentre.org.uk

TERMS & CONDITIONS OF HIRE

**Please note that SMOKING IS NOT PERMITTED
anywhere on the site, indoors or outdoors**

**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 less than two weeks before the event
- 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 in which they attended

NOTE: Please be aware that the period of hire includes any set-up or cleaning time required.

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 or a named representative **MUST** be present throughout the period of hire and ensure that all group members leave the centre following the event.

NOTE: The hirer must ensure that any named representative has read and understood 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 seven 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 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 on the site
- 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 local residents

Playing of Music

- i. You must ensure that any and all appropriate licences are obtained for any function as required by the Performing Rights Society
- j. Please make sure that no music is played on the premises after 9.30 pm unless agreed beforehand
- k. You must also ensure that noise levels during an event are kept within accepted levels as set out by the Environmental Health Authority

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

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, its Code of Conduct or the Terms & Conditions or for any other reason determined by the Centre manager or Trustees

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 less than 48 hours of the event.
8. **Will** charge 50% of the hire fee for any booking which is cancelled less than 14 days before the event.

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 outside 55 New King Street (Julian House office)**
2. All users must ensure that the fire apparatus on the premises (including in the Annexe) 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 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.

DO NOT STOP TO COLLECT BELONGINGS

Dial 999 for the emergency services and report the fire immediately. 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.

FIRE ALARM ASSEMBLY POINT

The assembly point is outside 55 New King Street (Julian House's office)

TURN LEFT OUT OF THE COMMUNITY CENTRE'S MAIN ENTRANCE

BOMB THREAT ASSEMBLY POINT

In the event of a bomb threat the assembly point is GREEN PARK STATION ENTRANCE

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 their last known location as soon as they arrive in the scene.

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