



STOKE HEATH COMMUNITY CENTRE
14 Burroughs Close, Liberty Park, Stoke Heath, Coventry CV2 3QH

www.stokeheathcentre.co.uk Email: s-h-c-c@hotmail.com Tel 024 76449580

Conditions of hire

STOKE HEATH MANAGEMENT COMMITTEE EXPECT ALL USERS OF THE CENTRE TO HAVE RESPECT FOR EACH OTHER, THE CENTRE, THE STAFF, OTHER PEOPLE'S PROPERTY AND THEMSELVES AND RESERVES THE RIGHT TO REFUSE TO ACCOMMODATE ANY PERSONS UNWILLING TO COMPLY.

A £50.00/£100 for both rooms deposit is required to offset any cost incurred by misuse of the building.

1. The Hirer shall be responsible for any loss or damage to any room or contents during the period of hire.
2. The Hirer shall be responsible for the behaviour of persons using the room under their booking and shall be responsible for any loss or damage or personal injury caused by them in the hired room or elsewhere in the centre.
3. The Hirer shall not use the Stoke Heath Community Centre for any purpose other than described on the accompanying booking form and shall not allow it to be used for any unlawful purpose, which would prejudice any insurance policies in respect of the SHCC.
4. All provisional bookings will require confirmation by SHCC booking form within one week. If confirmation is not received by this time Stoke Heath reserves the right to re-book the room.
5. All room bookings are subject to a cancellation charge as follows:
 - 4 weeks notice – no charge
 - 3 weeks notice - 10%
 - 2 weeks notice – 20%
 - 1 weeks notice – 30%
 - less than one working weeks notice – 50%
 - less than one days notice – 100%
6. The Hirer is not allowed to sell alcohol on the premises and will respect the Centre's No Smoking policy. Smoking is restricted the hirer is responsible for ensuring that the group use appropriate areas as directed. Failure to do this will result in a £75.00 fine.
7. The Hirer shall comply with all SHCC policies and those laid down by the Fire Authority. It is the responsibility of the Hirer to ensure that emergency exits remain unlocked and unobstructed for the duration of the hire period.
8. At the end of the hire period the Hirer shall be responsible for leaving the room in a clean and tidy condition and properly secured. Please make full use of the litter bins provided. Any contents temporarily removed from their usual position are to be properly replaced.

ONE AS A COMMUNITY

Company No. 3302167

Charity No. 1069451

9. In the event of the Centre or any part of the centre being rendered unfit for the use for which it has been hired SHCC shall not be liable to the Hirer for any resulting loss or damage whatsoever.
10. Noise. Please be aware of people living nearby. Please ensure the volume is low and ensure that all doors and windows are kept closed. When people are arriving and leaving, it must only be an acceptable amount of noise in order to respect the local community, failure to do so will result in forfeiture of deposit, as the hirer is responsible for all guests and their behaviour, and a ban from any future functions held here at the centre.
11. HIRER MUST ensure all music is switched off by no later than 11pm.
12. BOUNCING CASTLES The hirer must make provision for the safety of their own guests and that there is insurance in place for any accidents. Stoke Heath Community Centre will not be held responsible for the use of any Bouncing Castle used on the premises.
13. Stoke Heath Community Centre shall not carry out a risk assessment of your activity and strongly advise that you carry out your own risk assessment prior to your activity taking place.
14. The Steward will leave a contact number and the number of a back up steward in the event of early closing or any emergency.
15. Use of the equipment owned or stored in the Community Centre is prohibited and may not be used by the hirer or any person attending their party for any purpose (e.g. sand pit, pool table, equipment in shed) in the event of use of any equipment used the hirers deposit will not be returned under any circumstances.
16. Due to complaints from neighbours. The garden may not be used after 9.00pm if any complaints from neighbours have been received then the hirer will lose 20% of their deposit.
17. If after 3 months the hirer's deposit has not been claimed, then it will be banked as unclaimed funds and the hirer will lose their deposit.

Signed.....date.....

(This agreement must be signed by the same person who signs the booking form)