

## Room Hire Contract and Cancellation Policy

### The Hirer agrees to:

1. Apply to the Office Manager or Caretaker on Duty to use of the Deafness Resource Centre - The right to refuse any application is reserved by the Management Committee (or the Chief Officer, provided that she reports the action to the Management Committee). The Committee may refuse an application to use the Centre if the use by the particular organisation or individual presents a risk of public order, or of alienating the Society's beneficiaries.
2. Pay for room hire following receipt of an invoice, or on the night of the room booking, as agreed when the room is booked. In some cases, a deposit will be requested in advance.
3. Inform the Office Manager at the Centre of any additional needs when booking the room, or at least 7 days in advance of the event (for example conference equipment to be available / kitchen facilities to be available)
4. Be responsible for supervision of service users, equipment, safety, and behaviour of all people involved with their activity, on the day of the booking, and be on the premises for the entire period of hire, with the person in charge being 18 years old or over.
5. Carry out their own Risk Assessments in relation to their activity, and be responsible for taking action to prevent accidents or illness to their service-users.
6. Notify service-users that there is no car-parking at the Centre, and local car parks (ASAP and Windle Labour Club) may clamp vehicles
7. Be responsible for obtaining any licenses necessary in connection with the booking
8. Be responsible for making arrangements to insure against any third party claims, which may lie against the organisation whilst using the Centre. (The Society is insured against any claims arising out of its own negligence.)
9. Observe all regulations relating to the Centre, by the Fire Authority, Local Authority or otherwise.
10. Not sub-let the premises for any unlawful purpose or in any unlawful way, nor do anything or bring anything on to the premises, which may endanger the premises, service users, or any insurance policies relating to them.
11. Pay the Society for the cost of repair of any damage done to any part of the property, contents, and equipment; during or as a result of a booking.
12. The no-smoking policy throughout the Centre - for everyone entering the building
13. Report all accidents *and near misses* to the Office Manager or Caretaker on duty
14. Use the Rooms for no more than the recommended number of people

## The Hirer agrees to (continued):

15. Keep all exits and passageways clear at all times
16. Comply with the Electricity at Work Regulations 1989, when bringing any electrical equipment into the building. The Management Committee disclaims all responsibility for all claims and costs arising out of such equipment that does not comply.
17. Not allow, or bring any unlicensed intoxicating liquors, or illegal substances onto the premises.
18. Obtain the appropriate license from the local authority (giving at least four weeks notice) for stage plays
19. Check if it requires a license from Phonographic Performances Ltd, if the Hirer is going to use recorded music in its activities to check. If a licence is required, the Hirer must obtain one.
20. Ask permission from the Office Manager, or Caretaker on Duty, before leaving or storing goods or equipment on the premises
21. Place all rubbish in the bins provided
22. Only allow guide dogs and hearing dogs for the deaf onto the premises
23. Be responsible for ensuring that the noise level of their activity is not such as to interfere with other activities within the building, or to cause a nuisance to neighbouring properties
24. Return furniture and equipment to their original position, and secure windows and doors
25. Make every effort to leave the premises in a clean and tidy condition
26. Ensure that fire-fighting equipment is only be used for its intended purpose
27. Inform the Office Manager or Caretaker on Duty of any outbreak of fire, however slight, and call out the fire service.
28. Not allow performances involving danger to the public
29. Not allow highly flammable substances to be brought on to the premises.
30. Get permission from the Management Committee before putting up internal decorations
31. Inform the Office Manager or Caretaker on Duty of any accident *or near miss*, occurring on the premises. First aid boxes are located in the kitchens.
32. Not break the law relating to betting, gaming and lotteries. The persons or organisations responsible for functions held in the Centre premises shall ensure that the requirements of the relevant legislation are strictly observed

**Lost Property** – The Society cannot accept responsibility for damage to, or the loss or theft of, users' property and effects

**The Centre agrees to:**

1. Adhere to Health and Safety procedures relevant to the day-to-day running of the Centre.
2. Be available for use between 9am and 9pm on weekdays. These hours may be extended on application to the Management Committee
3. Ensure that emergency lighting is turned on during the whole time the premises are occupied, and this must illuminate all exit signs and routes
4. Keep all fire-fighting apparatus in its proper place
5. Be open to all members of the community, regardless of race, gender, sexuality, age, ability, beliefs or marital status

**Cancellation Policy and Charges**

1. The Centre reserves the right to cancel bookings, where the Centre is rendered unfit for the intended use. The Hirer will be informed as soon as possible.
2. Room bookings cancelled less than 7 working days before event to be CHARGED FULL FEE
  - a. This includes 'no-shows'
3. Room bookings cancelled 7 or more working days before event NOT CHARGED

**Agreed by Hirer:**

Name

Signed

Organisation

Date

**Agreed by Deafness Resource Centre:**

Name

Signed

Position

Date

Please return **with the Booking Form** to the Deafness Resource Centre, 32-40 Dentons Green Lane, St Helens, WA10 2QB, Tel: 01744 23887, Fax: 01744 611540. Thank you.