



General Rules of Hire – Simple Version

- ✓ The Committee will ensure that the group has access to the building, where necessary with their own key. The Hirer is responsible for the care of the building while they are on the premises.
- ✓ Storage of items in the Community Centre is by agreement and should be regularly assessed as to necessity. Any items left on the property are the sole responsibility of the Hirer.
- ✓ The Hirer may not sub-let any part of the building or hire the rooms for illegal activities.
- ✓ All groups must keep to their own areas and take care not to disturb others activities.
- ✓ All groups must return the rooms back to their normal state. If deposits are taken they will be returned within 7 days subject to a satisfactory room check.
- ✓ All rubbish must be taken away at the end of each session, cleaning equipment is available.
- ✓ If using the kitchen space, be aware it is currently a communal space and other users must be able to have access.
- ✓ You are free to use the equipment in the Kitchen but please be careful and leave it clean for the next user.
- ✓ No food or drink should be left in the fridges or freezers, or it will be disposed of.
- ✓ No cooking from scratch should take place in the kitchen due to the current Health and Hygiene regulation. Dishing up and serving ready-made food is acceptable.
- ✓ The Building is a no smoking building and no alcohol except that bought on the premises may be consumed. The Community Centre Committee holds the DPS.
- ✓ The Committee reserves the right to cancel the agreement if there is a deliberate breach of the contract at any time.



- ✓ All contracts are reviewed annually and the **General Terms and Conditions of Hire** are reviewed at each AGM. These are available on the Website and within the building.

Hire charges will be invoiced in arrears monthly and can be paid to the treasurer or via BACs payment within 14 days of the invoice date.