

## Standard Conditions of Hire of the Park South Community Centre (PSCC)

**General:** *The management of the Park South Community Centre is vested in the Trustees of the Park South Community Centre. Under the provisions of the constitution of the PSCC, the Trustees are empowered to make rules or to withdraw or amend them.*

*Use of the Community Centre is subject to the following conditions which are incorporated in the hiring agreement.*

<b>1. Equal Opportunities</b>	Users of the Community Centre must comply with the Equality Act 2010. Hirers for public events must ensure that the Centre is open to all members of the community regardless of sex, sexuality, age, race, colour, nationality, disability, religious or political opinions.
<b>2. Equipment</b>	The Hirer is responsible for setting out and putting away all furniture/equipment used. And for returning the room to its original state. If kitchen is used, washing and drying all crockery & cutlery (please bring your own tea towels), for cleaning table tops and sweeping and moping the rooms used. Any of your own electrical equipment you bring in for use must be in good condition and not altered in anyway.
<b>3. Cleaning &amp; Security</b>	All use of Centre premises and facilities are subject to users accepting responsibility for leaving the Centre in a clean and tidy condition. Refuse must be collected in black bags (please bring your own) and can be placed in the waste bin provided outside the kitchen. All lights should be switched off and doors and windows should be closed. You may then leave. Please do not feel the need to wait for a volunteer to lock up if you are finished before they arrive.
<b>4. Indemnity Deposit</b>	All hirers are required to pay an Indemnity Deposit which will be returned within 14 days of the event providing no damage has occurred or extra cleaning required.
<b>5. Charges Deposit</b>	The Charges Deposit is non-refundable unless a cancellation notice is received at least seven days prior to the event.
<b>6. Block Bookings</b>	Block Bookings have a guarantee of a minimum of three months' notice except when the building is required for special events when a shorter notice time would operate (e.g. General/Council Election, Community events)
<b>6. Insurance</b>	The Hirer is responsible for arranging insurance cover appropriate to their activities whilst using any part of the BPC and its facilities. For its part BPC is insured against any claims arising out of its negligence.
<b>7. DBS (CRB)</b>	The Hirer shall provide their 16 digit ISA registration if they are running an activity specified under the Disclosure and Barring Service. Registration is now portable across different agencies and organisations.
<b>8. Music</b>	The Community Centre has its own Performing Rights Society (PRS) and Phonographic Performance Ltd (PPL) licences which covers all users of the building.

<b>9. Discos/Music</b>	All discos must be held in the hall. All sockets are connected to a sound control system which will switch off when maximum noiselevel is reached. All music must cease at 10.00pm. PSCC currently do not have a “Public Video Screening License (PVSL) and therefore hirers cannot show video films, motion pictures, cartoons etc.
<b>10. Parties</b>	A minimum of one adult to eight children must be present at all times. Any fixings for decorations must be removed without damage to walls, boards etc. Candles on Birthday Cakes are acceptable; however any other flames are not.
<b>11. Alcohol</b>	No alcohol can be brought into the building. It is strictly prohibited. If it is found that alcohol was brought into the building a fee will be deducted from your deposit.
<b>12. Fire</b>	It is the responsibility of the Hirers to inform their “guests” of the fire exits and fire regulation notices at all meetings/events.
<b>13. Car Park</b>	The Car park adjoining the building is for users only and care should be taken in parking with minimum of disturbance to the residents close by and not to cause an obstruction at the entrance or exit.
<b>14. Nuisance</b>	Hirers are responsible for ensuring that the noise levels of their events is not such as to interfere with other activities within the building or to cause inconvenience for the residents nearby.
<b>15. Coronavirus</b>	<p>Even though the legal restrictions for socially distancing and wearing face coverings has been we have a duty of care to provide a safe environment both for our staff and visitors.</p> <p>To help us we would really appreciate that you wear a face covering while in the communal areas of the building. While you are within your session the discretion to wear face coverings will sit with the organiser of your activity, although if these sessions are busy, we would encourage you to wear a face covering especially where you are mixing with people you do not normally meet.</p> <p>In addition, we would also request that you avoid congregating in any communal areas of the building prior to or after your activity.</p>