**Plymstock Community Centre**

**Reg istered Charity Number 1159317**

**Rental Agreement Terms and Conditions**

The Main Hall, Lounge, Meeting Room and Kitchen (the Premises) are available for use on a rental basis. The Organisation or individual renting the space is responsible for set-up, clean-up and ensuring the Premises are properly secured.

**A. Hirer’s Responsibility**

1. The Hirer shall:

 ***a***. pay the full cost of the rental on or in advance of the rental date (unless otherwise agreed);

***b***. pay the Community Centre, on demand, the total cost of any damage to the Premises or extra charges resulting from the use of the Premises by the Hirer or any person permitted by the Hirer to enter the Premises;

***c***. not construct, erect or attach any fixture to the floor, ceiling or walls of the Premises or alter the Premises in any way whatsoever without first obtaining the written consent of the Community Centre and, if such consent is obtained, then the work shall be done only in strict accordance with such consent;

 ***d.*** maintain the Premises in a neat and tidy condition;

 ***e***. during the period of occupancy, ensure that all persons using the Premises do so in an orderly manner and do not breach any law, regulation, bylaw, rule or Community Centre policy;

***f***. release the Community Centre from any responsibility or liability whatsoever that might arise out of the Community Centre failing to provide the Premises or any services to the Premises under the terms of this agreement. Any compensation payable shall be limited to the amount of the Hire Charge;

***g***. adhere to the Licensing Act 2003 that is displayed on the entrance hall notice. The Community Centre is not licensed for the sale of alcohol. The Hirer will need to obtain an occasional licence if this is required;

 ***h***. comply with all applicable regulations respecting Fire Safety, Health and Safety and other Policies (on the main notice board) and shall be responsible for the conduct of all persons on the Premises during the period covered by this rental agreement;

***i***. be responsible for any applicable licensing or royalties when playing music or videos. Watching or streaming any television programs on any device including but not limited to smart phones is not permitted;

***j***. confine any sales activities to the rented area;

***k***. ensure that an adult (at least 18 years or older) is present who shall be responsible for the participants attending;

 ***l***. note that the use of open flames or candles is prohibited;

***m***. ensure that all electrical equipment brought onto the Premises has a current PAT Certificate and the electrical capacity of equipment used should not exceed circuit limits;

***n***. ensure they have third party liability insurance in place if the hiring is of a commercial nature;

***o***. be responsible for any injury or damage resulting from use of bouncy castles howsoever caused. The Centre is not insured against these risks. Such equipment must be at least 30 cm below ceiling height.

***p***. report any accident **immediately** to the Lettings Secretary and enter details in one of the Accident Books (located in Kitchen and Lounge);

***q***. note that the hire period is a minimum of two hours;

1. The Hirer agrees to notify the Lettings Secretary immediately of any defect that may render the Premises or equipment unsafe for use, and if the Community Centre is unable to correct the defect, then the Community Centre has the right to cancel the use of the Premises until the defect is corrected.

*P1 of 2*

*B.* **Clean-Up**

a) All tables and chairs must be put away and stored as instructed by the Centre’s Representative, and the floors and surfaces must be left reasonably clean.

b) All items that the Hirer brings in must be removed from the Premises. Any property uncollected three months from the end of the Hire Period may be disposed of by the Centre.

c) All rubbish to be removed by the Hirer.

d) Crockery is provided but hirers must bring their own cleaning materials including dish cloths and tea towels.

**C. Security**

a) The premises must be checked and secured on completion (unless alternative arrangements have been made). All lights must be turned off, windows closed and heating switched off.

b) CCTV cameras are installed throughout the premises and are operated in accordance with the Centre’s CCTV policy document.

**D. Capacity**

The Occupancy Capacity is normally limited to: Main Hall: 90 people, Lounge: 50 people, Meeting Room: 15 People, unless otherwise agreed by the Letting Secretary and dependent on the nature of the Hiring.

**E. Parking**

Although there is limited parking on site, hire of the Premises does not guarantee parking spaces. Alternative parking is available in the Broadway car park adjacent to the Centre, subject to pay and display provisions.

**F. Regular Hirers**

If the hire is on a regular basis:

1. The Lettings Secretary must be informed if the person in charge of a Group changes so that our records are updated and the new Group Leader is provided with a copy of these Terms and Conditions.
2. If the Key Holder changes on a long term basis the Lettings Secretary must be informed. This is a requirement of our Insurers and for security purposes.

*P 2 of 2*

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