

FLORDON COMMUNITY TRUST, ST MICHAEL'S COMMUNITY CENTRE, ST. MICHAEL'S VIEW, LONG LANE,
FLORDON, NORWICH. NR15 1RP

Reg. Charity No: 1143698

TERMS & CONDITIONS OF HIRE

1. The facility is available to rent by Flordon residents and neighbouring communities for 300 days a year and may be booked between 8am and 11pm each day. This may be extended to midnight for special occasions at the sole discretion of Flordon Community Trust (FCT).
2. FCT has total discretion on whether or not to accept bookings.
3. The Hirer shall read and take note of conditions laid down by the Fire and Police authorities, and emergency procedures displayed on the notice board.
4. The following restrictions apply:
 - a) No smoking is allowed on the premises
 - b) No highly inflammable substances are to be used in the building or the grounds.
 - c) No alcohol is to be sold on the premises without a licence, the obtaining of which is the responsibility of the Hirer (See 5 below).
 - d) Alcohol must not be consumed by persons under the age of 18.
 - e) No activity or therapy is to take place that is incompatible with the primary use of the church.
 - f) The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement. It is the Hirer's responsibility to obtain any licences that are required. The Hirer shall obtain the written consent of the FCT before applying for any such licence and provide copies of licences to FCT.
5. Hourly hire charges: Regular (Flordon)resident events £6; Regular non resident events £8; Occasional resident events £9; Occasional non-resident events £12.
6. The time booked includes time spent setting up and clearing away.
7. The Booking Form should be returned to the Booking Secretary with a deposit cheque for £20 and a separate cheque for the room hire, both made payable to Flordon Community Trust. A receipt will be sent on acceptance of the booking and fees.
8. The deposit cheque will be returned within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises or complaints received from neighbours.
9. Cancellations made less than 28 days before the hire date will incur a charge of half the normal hire charge. A full refund will be made for cancellations made before 28 days.
10. If the Church has a particular requirement that clashes with a long term regular hire the due notice will be given in order that the Hirer may rearrange the event.
11. A key holder will meet the Hirer to open up, and then lock up at the end of the hire.
12. All Hirers are responsible for the safe use of the building during the hire period. Electrical appliances should be in good working order with the appropriate PAT certificate, and used in a safe manner.
13. All breakages and damage are to be reported to the key holder or the Booking Secretary and either replaced or paid for. Any breakages should be recorded in the Visitors Book.
14. The premises are to be left in a clean and tidy condition. Tables and are to be put away in the cupboard and chairs left as found. Exits should not be obstructed.
15. All doors and windows should be closed on vacating the Community Centre.
16. All cars parked in the car park are at the owners' risk.
17. Flordon Community Trust does not accept any responsibility for any injuries incurred by the users of the building and any equipment.
18. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.
19. Failure to disclose accurately, the purpose for which the hall is required at question 1.2 in the booking form may result in forfeiture or fine.
20. The Hirer agrees with the FCT to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.
21. Safeguarding children, young people and vulnerable adults: You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported to one of the contacts named on the Safeguarding posters at the back of the Centre.