

**JOHN WHITE COMMUNITY CENTRE**  
**TERMS & CONDITIONS OF HIRE**

***The JWCC management committee expects all users of the centre to have RESPECT for each other, the centre, staff and other people's property and themselves. The committee reserves the right to refuse to accommodate any persons unwilling to comply.***

**Hire costs and agreement**

- All provisional bookings will require confirmation by completing a JWCC booking form. If confirmation and booking form is not received within 7 days of provisional booking JWCC reserves the right to re-book the room.
- All room bookings are subject to a cancellation charge as follows:  
**0-2 days 100%**  
**3-7 days 50%**  
**7+ days 0%**
- The same cancellation charges apply to catering bookings.
- Preferred payment methods via BACs. An invoice will be sent out the day of your booking.
- Room rates are subject to price increase in line with inflation, advanced notice will be given.

**CONDITIONS OF HIRE**

- The John White Community Centre reserves the right to terminate or refuse a booking.
- The Health and Safety of those using the JWCC is the responsibility of the hirer. The management may ask for you to produce a risk assessment for your activity and a copy of your insurance policy.
- The Hirer shall not bring or consume any intoxicating liquor on the premises and will respect the strictly NO SMOKING policy within the building.
- The Hirer shall not bring or consume any refreshments or catering unless by arrangement with JWCC. If agreed a surcharge may be applied.
- The hirer shall be responsible for the behaviour of persons using the room/s under their booking and shall be responsible for the loss or damage or personal injury caused by them in the hired room or elsewhere in the centre.
- When moving equipment etc., Please be careful to avoid injury. At the end of the hire period the Hirer shall be responsible for leaving the room in a clean and tidy condition and property secured. Any contents temporarily removed from their usual position are to be properly replaced.
- The Hirer shall not use the JWCC for any purpose other than described on the accompanying booking form and shall not allow it to be used for any unlawful purpose, which would prejudice any insurance policies in respect of the JWCC.
- Rooms are available 15 minutes prior and at the end of each booking, If you require longer please add these times to your booking.
- In the event of the Centre or any part being rendered unfit for use for which it has been hired, JWCC shall not be liable to the Hirer for any loss or damage whatsoever.

## **GENERAL HOUSEKEEPING**

### **Location of Fire Equipment and Fire Exits.**

- The location of exits and different types of fire equipment are clearly marked in all rooms.
- The Hirer should familiarise themselves with the exact location of all fire exits and the different types of fire extinguishers before JWCC is hired. Fire doors: the method of opening should be noted and escape routes must be kept clear of obstructions at all times.
- The Hirer is asked to sign in and out of reception and to keep an attendance register of all attendees for the roll call used in the event of evacuation.
- In the event of an evacuation you will be instructed by a member of staff when it is safe to re-enter the building.
- In the event of a fire the centre must be evacuated in an orderly manner using the appropriate exits. The Fire Brigade should be called by dialing 999. A First Aid Box and accident report book are located at reception.
- Defibrillator downstairs can be used by anyone- in an emergency.

### **Car Parking**

- The JWCC car park will accommodate approximately 28 cars if they are parked sensibly. We ask you to consider our neighbours and to not block driveways or prevent access to neighbouring properties.
- JWCC asks that all users leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing our local residents especially late at night.

### **Cleaning**

- JWCC must be cleaned after every event otherwise a cleaning charge of £40 will be made. The areas should be left in a generally tidy and rubbish bag neatly placed ready for collection.

### **Faults/Damages/Comments.**

- The hirer shall be responsible for any loss or damage to the room/s or content during the period of hire.
- Please report any faults or damage to the booking organiser ASAP so that they can be rectified quickly. The JWCC committee welcomes constructive comments or observations as well as any complaints you may have about your experience of hiring the venue.
- None of the provisions of this agreement is intended to or will operate to confer any benefit pursuant to contracts ( Right of Third Parties) Act 1999 on a person who is not named a party to the agreement.
- The Hirer shall be responsible for the behaviour of the persons using the room/s under their booking and shall be responsible for any loss or damage or injury caused by them in hired room or else wear in the centre.

**It is hereby agreed that the standard conditions of the hire shall form part of the terms of the hiring agreement, unless specifically excluded by agreement in writing between the JWCC committee and the Hierer.**

**ANY QUESTIONS REGARDING THIS AGREEMENT SHOULD BE DIRECTED TO THE CENTRE MANAGEMENT**

***"I ..... agree in full to the Terms and Conditions of my booking".***

