

## **Terms and Conditions of Hire**

### **1. Use Restrictions**

- No children's birthday parties are permitted.
- Rental hours end at 10:00 PM (22:00). All events must conclude, and the premises must be vacated by this time.
- Loud music or noise that disturbs the surrounding community is strictly prohibited.
- There is only one space for a car at the back of the community centre. All guests need to abide by the rules and parking laws. The hirer ensures that users/participants do not disturb residents.

### **2. Insurance Requirements**

- All renters must have a valid public liability insurance policy during their rental period.
- If requested, proof of insurance must be provided by the hirer to the community centre management before the event.

### **3. Facility Care and Cleanliness**

- Renters are responsible for leaving the facility in the same condition as it was found, including cleaning up after their event.
- Any damage to the premises or equipment will be the renter's financial responsibility.

### **4. Alcohol and Smoking**

- Alcohol consumption is not permitted on the premises.
- Smoking is strictly prohibited inside and outside the community centre premises.

### **5. Cancellation Policy**

- Cancellations made 14 days before the event date will receive a full refund of any rental fees paid.
- Cancellations made five days before the event date will receive a 50% refund of any rental fees paid.
- Events cancelled four days or less before the event date will not receive any refund, but the rebooking will be suggested without additional fees.

### **6. Compliance with Laws and Regulations**

- Renters must comply with all applicable laws, regulations, and ordinances during their event.

### **7. Right to Refuse or Terminate**

- The community centre reserves the right to refuse any rental request or terminate an event if the renter violates these terms of use or engages in disruptive, illegal, or unacceptable behaviour.

When renting the community centre, renters agree to abide by these terms of use, which the community centre management reserves the right to modify at any time.

### **8. CCTV**

Our community centre has CCTV cameras to ensure the safety and security of all visitors, staff, and property. By signing this form, you acknowledge and accept that CCTV cameras are in operation and understand that the footage recorded may be used for security

purposes, incident investigations, and operational monitoring in compliance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Please see the policy for more information.

Date of the last update: 18/08/2024