

1. **BOOKING:** All bookings require return of the booking form provided by us. The person signing this form will be considered the Hirer and they must be 21 or over. Any person who will be responsible for the premises during the booking shall be jointly and severally liable with the Hirer. Proof of identification may be required before a booking is accepted.
2. **ACCESS:** Arrangements will be made with you to ensure access for the booking period, in person, by an access code (£5 refundable deposit) or for regular hirers access to the key box. **Any codes given are confidential.** The Hirer is responsible for securing the premises, **preventing unauthorised access** during their booking and if they are the last occupant to leave. St. Radigunds only - a charge of **£5** will be made if a hirer fails to request the code and staff have to attend to open up. Our representatives retain the right to access all parts of the booked space at any time during the hire period.
3. **HIRE CHARGES:** All invoices are to be paid in full **4 weeks** before the booking date by cash, cheque, card, secure online card payment or bank transfer. Block bookings will be invoiced monthly in advance. Overdue invoices of 28 days will incur an extra fee of **£10**. If a deposit is required, it is due **within 5 days** of submitting the booking form or the booking will be removed. A non-refundable booking fee of £1 will be charged for every booking form processed. An additional **£50** deposit may be requested, separate to the hire fee and is refundable following the booking if all areas meet the standard expected and the terms and conditions have been adhered to. This may be reasonably withheld to cover the cost of rectifying any damage, waste or cleaning arising from the booking. Deposits not reclaimed after 6 months will be retained as a donation.
4. **BYO ALCOHOL:** Only hirers who have signed the **bring your own alcohol** policy approved by centre staff may bring such into the site. A deposit of **£50** is required and is refundable following the booking if all areas meet the standard expected and the terms and conditions have been adhered to. This may be reasonably withheld to cover the cost of rectifying any damage, waste or cleaning arising from the booking. Deposits not reclaimed after 6 months will be retained as a donation. No alcohol may be sold on the premises without a licence/TEN issued by Dover District Council.
5. **INSURANCE:** Private Hirers shall be covered by the Charity's public liability insurance, hirers extension. This can be found in full at www.stradigunds.org/hire/PLI. By signing the booking form, you acknowledge acceptance of the terms of this extension. Any items left unattended are not covered by insurance. Groups and organisations must hold valid Public Liability Insurance of at least £5million.
6. **CANCELLATION:** Cancellations notified with less than 4 weeks' notice of the hire date will forfeit any deposit paid plus any monies expended on extras; at less than 2 weeks' notice the hire charge in full is non-refundable. 1 alternative booking date will be offered, subject to availability.
7. **BOOKINGS:** Even if the Hirer has a confirmed booking for the hire of the premises, we reserve the right to review, vary or cancel any such an arrangement. This right will not be unreasonably enforced. This right also applies in the event of the premises being required for use as an official polling station, or in the event of a government shut down in which case the Hirer shall be entitled to a refund of any fees already paid.
8. **SUPERVISION AND RESPONSIBILITY:** The Hirer agrees to be present (by the Hirer's authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement. The Hirer will during the period of the booking be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight and the behaviour of all guests including proper supervision of car-parking arrangements to avoid danger to members of the public and obstruction of the public highway.
9. **USE OF EQUIPMENT:** Chairs and tables are not laid out for bookings; we can arrange this for an extra charge. Only equipment specified on the Hire Agreement should be used and then returned to its proper place. Any damaged property must be reported in good time.
10. **LAWFUL USE:** The Hirer shall not use the premises for any purposes other than that described in the Hire Agreement and shall not sub-hire or allow the premises to be used in any unlawful way, nor do anything to endanger the premises, or any insurance policies connected with the premises.
11. **COMPLETION OF HIRE:** At the end of the booked session the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition **with all waste removed**, any contents temporarily removed from their usual positions properly replaced, lights/taps switched off, all doors properly locked and alarms set unless directed otherwise by authorised representatives of the centre. Should this not be complied with we reserve the right to make an additional charge.
12. **VULNERABLE PERSON PROTECTION:** If the booking involves the attendance of young persons under the age of 18 or vulnerable adults at the premises, the Hirer must ensure that there will be **appropriate supervision** in place on the premises during the booking. In the event of fire or other emergencies, special attention should be given to evacuating young or disabled persons.
13. **CAPACITY:** The Hirer shall not cause or allow the maximum number of patrons and/or guests admitted to exceed the number as stated on the booking form.

14. **PARKING:** The hire of the premises does include the reasonable use of the car park. This use must always ensure the safety of guests and the public. We reserve the right to ask for any cars related to this booking to be removed or prevented from parking on site and do not take responsibility for any penalties incurred by the vehicle owner.
15. **SMOKING & VAPING:** The entire building is a No Smoking & Vaping Zone. A designated external smoking /vaping area is provided to the side and rear of the building and any waste arising from smoking/vaping must be disposed of appropriately at the end of the hire.
16. **LICENSABLE ACTIVITY:** In order to hold a licensable activity on the premises a Temporary Event Notice (TEN) will need to be issued by the licensing authority. The centre will refuse bookings where a licence cannot be evidenced.
17. **MUSIC:** The Hirer shall ensure that they hold a PRS for Music Licence which permits the use of copyright music in any form, e.g. record, compact disc, tapes, radio, television or by performers in person. The charity does hold a music licence. The Hirer is reminded and to keep the noise to reasonable levels.
18. **ENTERTAINERS:** It is the Hirers responsibility to ensure commercial entertainment and/or equipment used during the booking is appropriate, safe, and insured and these terms and conditions are adhered to.
19. **SALE OF GOODS:** Any products offered for sale must comply with relevant trading standards.
20. **NUISANCE:** The Hirer undertakes to ensure that all noise is kept to a level such that neighbours of the premises are not unduly disturbed. The Hirer agrees in any event to **terminate all loud noise** on the premises by 11.00pm, guests leaving after that time must do so as quietly as possible.
21. **EXPLOSIVES/LITHIUM BATTERIES:** The Hirer shall not permit the use of explosive, flammable materials, or naked flames on the premises, e.g., fireworks or candles. Portable heaters and gas cannisters can be used by insured operators in the garden areas with written permission given by us at the time of booking. This does not apply to personal medical oxygen tanks. Lithium batteries in personal items are allowed BUT must not be charged in the building.
22. **DOGS:** Only assistance dogs are allowed in the building. Please clear up after your dog.
23. **CYCLES/SCOOTERS/E SCOOTERS, BIKES, SEGWAYS, UNICYCLES:** are not permitted inside the building and are not to be ridden in the car park.
24. **BETTING/GAMBLING:** The hirer will ensure nothing shall be done on the premises which contravenes the relevant legislation relating to betting, gaming, and lotteries.
25. **FOOD HEALTH AND HYGIENE:** If food is prepared, served, or sold the Hirer is responsible for ensuring that all stages of the preparation and serving meet legally required health and hygiene standards. Kitchen areas must be left clean and safe with all food waste **removed** from the kitchen.
26. **EMERGENCIES:** In anticipation of an emergency, it is the Hirer's responsibility to ensure that they know the location of fire exits, portable firefighting equipment, assembly point and evacuation procedure, first aid kits, the nearest hospital and have access to a mobile phone in the event of a power failure. All accidents must be recorded in the book provided and emergencies must be reported to a centre representative.
27. **FIRE:** All fire Exits, and escape routes must be kept clear and operational during use of the premises. In the event of a fire, however small, the premises must be evacuated immediately to the Assembly point indicated across the car park and the Fire Brigade and centre staff called. Do not allow guests to collect personal belongings or re-enter the building. Only allow persons to tackle the fire to allow evacuation if they are confident to do so. Do a head count at the assembly point to inform the Fire Service if someone may still be in the building.
28. **DAMAGE:** The Hirer shall notify us of any damage to any part of the property including fixtures and fittings, the surroundings, or the contents of the building. No decorations may be stuck to the walls. Soft balls are permitted **ONLY** in the Halls under adult supervision.
29. **PORTABLE ELECTRICAL EQUIPMENT:** It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment brought onto the premises and that is in a safe condition and will not endanger, overload, or damage the electricity installations.
30. **EXTERNAL INCIDENTS:** In the event of the premises or any part thereof being rendered unfit or inaccessible for the use of which it has been hired we shall not be liable to the Hirer for any resulting loss or damage whatsoever.
31. **STANDARD CONDITIONS:** It is hereby agreed that the Standard Conditions of Hire, together with any additional conditions imposed by the charity which it deems necessary, shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the charity and the Hirer. 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.