

# Deepings Community Centre - Terms and Conditions of hire of facilities

## 1. Bookings

- a) All bookings for room hire must be made on the official booking form obtained from Reception or a downloadable pdf file from our website. Bookings can also be made online using the special form.
- b) Weekend bookings are subject to approval by the Trustees and are subject to a surcharge.
- c) Hire for a children's party is possible subject to the following:- Bookings are for weekends only. All children must be under 8 years of age on the day of hire and all parties must finish no later than 6pm. All rubbish to be removed from the premises.
- d) Bookings made verbally, e.g. by telephone, **will be held only for 7 days** awaiting confirmation on the official Booking Form.
- e) Bookings covering a period past 31<sup>st</sup> August in any year must be made on a separate Booking Form.

## 2. Payment

Payment to be made as follows:

- a) For all individual bookings - to be made on receipt of the Booking Form, unless specifically agreed by a Trustee in advance.
- b) For a series of bookings – the first booking in full - to be made on receipt of the Booking Form, unless specifically agreed by a Trustee in advance. This fee is non-returnable.
- c) Payment for bookings for use of specific rooms covering periods longer than 3 months will be by agreement.
- d) Cheques to be made payable to The Deepings Community Trust Ltd.

## 3. Cancellation

- a) Cancellation of bookings by the hirer  
Seven days notice is required, otherwise a fee will be charged. **Cancellations must be made in writing.**
- b) Cancellation by The Deepings Community Trust Limited  
The management (Trustees) reserves the right to refuse or cancel any booking for any reason whatsoever without being bound to give any reason for doing so and the Trustees will not as a result of the exercise of this right incur any liability for breach of contract or otherwise or be held liable for any expenses incurred by the hirer either directly or indirectly for such refusal, termination or cancellation.

## 4. Fees

Fees are as published and may be varied by The Deepings Community Trust Limited without notice.

## 5. Damage

The hirer agrees to leave the facilities hired in the same condition as they were at the start of the hire.

The hirer shall indemnify The Deepings Community Trust Limited on demand for the cost of repairing or making good any loss or damage (fair wear and tear excepted) arising out of or incidental to the hire.

## 6. Indemnity in respect of third parties

The hirer shall indemnify The Deepings Community Trust Limited from and against any claim of damages, cost or expenses which may be made against The Deepings Community Trust Limited in respect of any personal injury or loss of or damage to property sustained by any person occurring during, or in consequence of, the hiring, unless as a result of the defective condition of the Community Centre or its equipment or the negligence of The Deepings Community Trust Limited, its agents, officers or servants.

## 7. Insurance and fees

The hirer shall effect insurance cover for their use of the Community Centre and pay Performing Rights Fees if playing music.

## 8. Responsibility of hirer

The hirer shall observe all instructions issued by The Deepings Community Trust Limited concerning the Community Centre.

**Normally hirers are responsible for setting up and taking down the chairs and tables and any other equipment.** However, if for any reason of infirmity or disability, you require help please advise us and we will endeavour to make other arrangements. All portable electrical equipment brought into the building that is over one year old, must be certified as safe by a qualified electrician. An official sticker to confirm this should be affixed to the appliance.

## 9. Admission

The Deepings Community Trust Limited reserves the right at its absolute discretion to refuse admission or to evict from the Community Centre any person.

## 10. Photographs

Photographs taken in the building or garden for private use are acceptable. Those taken for press publicity or put on the internet need prior approval from the Trustees.

## 11. Animals

With the exception of guide dogs for the blind and listening dogs, no animals may be admitted to the Community Centre.

## 12. Refreshments

A Vending Machine is available for users of the Community Centre and hirers may use the Users or Hall Kitchen if requested on the Booking Form. All crockery etc. must be washed up and returned to their correct cupboards.

## 13. Breach of conditions

Upon any breach of conditions The Deepings Community Trust Limited may terminate any hiring forthwith.

## 14. Changes to these Terms and Conditions

Deepings Community Trust Limited reserve the right to amend these Terms and Conditions without notice.

**Deepings Community Trust Limited, 2 Douglas Road, Market Deeping, Lincs. PE6 8PA. 01778 381770**  
**www.deepingscommunitycentre.org.uk**  
**Registered in England & Wales – Number 3975065 - Registered Charity No. 1086907**