

# CONDITIONS OF ROOM HIRE

**Reasonable Behaviour:** The Madeley Centre is a valuable community resource and we expect all users to take care of the facilities. Please leave the place as you found it and respect staff and the peace and quiet of those living in the Lea Court housing attached to the Centre. Hirers shall not allow the premises to be used for any unlawful or unsuitable purpose, or for any activity that invalidates the Centre's insurance policies.

**Payments:** For private functions a 50% deposit is required at the time of booking and the balance paid prior to the event.

**Public Liability Insurance:** Commercial users are required to have insurance appropriate to the activity being undertaken. Other room hirers may require insurance to cover specific risks e.g. use of bouncy castles.

**Room set up:** Hirers must state maximum numbers and layout of each room at the time of booking and must comply with Health and Safety requirements, including provision for people with disabilities and for emergency evacuation.

**Child and vulnerable adults protection:** Groups must comply with current legal requirements and norms on the protection of children under 16 years of age and vulnerable adults.

**Equipment:** Only mains electrical equipment provided by the Centre may be used, unless agreed with the Centre Management in advance. Equipment brought into the Centre must be covered by a current PAT (portable-appliance testing) certificate.

**Supervision:** The Hirer shall, during the period of hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents or for loss of contents.

**Fire Safety Procedures:** In the event of a fire or the fire alarm sounding, please stay in your room with the fire doors closed until you are instructed, by a member of staff/fire marshall, to leave the premises by the safest route and meet at the assembly point at the far end of the front car park.

**Noise Level:** The hirer must ensure that any noise related to activities, before, during or after the hire period, is kept at an acceptable level so that local residents are not subject to unreasonable annoyance or inconvenience.

**Food and Drink:** Only food and drink bought from the Madeley Centre's in-house caterers may be consumed on the premises. The only exception to this is food and drinks brought from home for family parties.

**Wall fixings/decorations:** No bolts/nails, tacks, screws, bits, pins, adhesives or other like objects shall be driven, fixed or stuck into or onto any part of the Centre.

**Special effects:** Please note we are unable to accommodate the use of fireworks, flame or smoke effect machines due to our fire safety equipment and regulations.

**Smoking:** No smoking or vaping is allowed in the Centre.

**Loss or Damage to property:** Unless proved to be caused by negligence, the Centre staff or Trustees shall not be responsible for any loss of, or damage to any property or injury to any person arising out of hiring rooms in the Centre, the grounds or car park, before, during or after the hiring.

**Bar facilities:** A fully stocked and staffed bar can be provided for your function, by arrangement. Where the Centre is unable to provide catering or drinks, the management may grant permission for users to bring their own drinks (including alcoholic, for those over 18) and snacks.

**Changing a booking:** Please note that, from time to time, it is necessary to accommodate one-off events, such as weddings, funerals, conferences and public events e.g. acting as a polling station for an election. In such an event, users may be asked, if practical, to move to another available room or, in exceptional circumstances, to cancel or rearrange a booking. The Centre Management will always endeavour to give reasonable notice of any such changes. In the event of cancellation of a booking the Centre shall refund all monies paid by the Hirer to the Centre.

**Amendment to conditions:** The Centre reserves the right to amend the conditions of hire at any time and will notify hirers of such changes that apply to them in reasonable time.

**PLEASE NOTE: The following additional conditions apply should you choose to self-cater for a family party.**

No professional outside catering companies are permitted to deliver food to the Centre.

The Centre will not be held responsible for any medical conditions that arise from food allergies or other illness as a result of food eaten at a self-catering function. Please refer to the Food Standards Agency for further information. Food for your function must be completely prepared off-site and no refrigeration or warming/cooking facilities will be made available. No access will be given to the Centre's kitchen area and hirers are not allowed to bring their own cooking and warming equipment on site. For health and safety reasons, it is recommended that food should only be left out at ambient temperature for a limited time.

Tables will be provided by the Centre, but table cloths and buffet table coverings must be provided by the hirer. The hirer must also provide crockery and cutlery.