



Conditions of hire for Dr Peter Centre

HIRING

1. All applications for the hire of the Dr Peter Centre must be made on the Centre Application form.
2. The Centre Management have the absolute right to grant or refuse any application without specifying any reason.
3. The hirer will be supplied with keys for access as agreed at the time of booking. Access is only permitted during the times specified in the hiring agreement. Breach of this condition will result in the withdrawal of keys.
4. The Centre Management reserve the right to limit the start or end time of any event if, in their opinion, the times might involve inconvenience or disturbance to neighbours or others.
5. The appropriate fee for the hire must be paid at the time of booking, including any deposit required, unless otherwise agreed.
6. The Centre Management reserve the right to levy an additional charge for use of the internet if in their opinion this is justified by use taken by the hirer.
7. The Centre Management will provide at least one-month's notice of any change to the rates for hiring the premises or in the terms and conditions of hire.

LOSS OR DAMAGE

8. The hirer shall take good care of and shall not cause any damage to be done to the premises or to any part or parts thereof or to any fittings, equipment or other property therein and shall make good and pay for any damage thereto (including accidental damage) caused by any act of neglect by himself his servant agents or any person using the Centre at the time of the hiring.
9. The deposit will be refunded seven days after the event, provided that no loss or damage to the centre or its property has been caused by or during the event. It is not necessary for the Centre Management to have to prove that the hirer was responsible for that loss or damage.
10. In the event of any defect becoming apparent during the period of hire the hirer should report this to the Centre Management. In no circumstances should the hirer attempt to effect repairs.
11. The Centre will not accept responsibility or liability in respect of damage or theft or loss of any property, goods, articles or things brought into or left in the Centre, either by the hirer or by any other person.
12. The hirer must take out all necessary insurance to cover loss or damage or injury during their use of the premises. No liability for such events shall be referred to the Centre Management.
13. No notices, posters or decorations may be fixed to the premises, either internally or externally without prior permission from the Centre Management.

RULES OF USE

14. All hirers of the building should read the fire and accident procedures contained within the risk register available in reception.
15. The hirer is responsible for obtaining any licences or permissions for any activities during the period of hire.
16. Food and perishable waste must not be left inside the building.
17. The area outside of the fence is a public highway. Access and turning space for the Guide Headquarters must be kept clear. Additional public parking is available off Alma Road (by Waitrose).
18. No posters, balloons or other material is to be attached to neighbouring properties without prior permission.
19. Lighting must be reduced after 10pm to minimise light intrusion to neighbouring properties.
20. The hirer at the expiration of the period of hiring shall leave the hall, the meeting rooms, the kitchen, cooking utensils and the oven, and the toilets in a clean and orderly state and the hirer shall be liable for cost of any cleaning which has been incurred as a result of the hirer's breach of this condition. If the premises are not left in a good state the deposit shall not be refunded.

CANCELLATION

21. In the event of cancellation the booking fee less 25% will be refunded only if another booking for the same time is accepted.
22. If unforeseen circumstances should cause the Centre to be closed at the time of a planned hiring the hirer will be entitled to a full refund. The Centre Management will not accept liability for any further losses consequent on that event.