

Sheringham Community Centre

Terms & Conditions of Hire

1. All letting fees for non-regular bookings must be paid in full at the time of booking. If not paid at the time the booking will be held for 7 days and then cancelled if no payment has been received. Specific bookings may be made for single lettings or for repetitive lettings. Specific bookings cannot be cancelled unless the hirer has given 14 days prior notice, the hirer shall pay the full fee where this is not given. Where this period of notice has been given, the fee relating to the cancelled booking may be refunded. Where the Town Council is obliged to cancel a specific booking for any reason other than at the hirer's instigation, the fee relating to that booking will be refunded. Any such cancellations by the Town Council will be kept to a minimum and at least 14 days notice will be given to the hirer.
2. All letting fees shall be payable at the rate in force at the time of the letting and the Town Council reserves the right to adjust charges at any times to meet increases in costs. Any increases in charges will not be retrospectively applied to any hirer who has paid in advance.
3. Centre equipment, other than that specified at the time of letting shall not be used.
4. Nails, tacks, screws etc. shall not be driven into, or adhesives fixed to walls, floors, ceilings, furniture or fittings. No decoration of any kind shall be put up.
5. Footwear likely to damage the floors is not to be worn.
6. Litter and property belonging to the hirer or his servants or agents, is to be removed by the hirer at the end of the period of hire. The hirer will pay any costs incurred in removing these items.
7. The rooms and common areas are to be left in a clean and tidy condition after the use. The cleaning costs to restore the rooms to its original state will be responsibility of the user. Any cleaning required at the end of the use will be recharged to the user.
8. Alterations to lighting or heating systems are forbidden.
9. The hirer or his servants or agents shall not infringe any copyright, or performing rights and undertakes to indemnify the Town Council against costs for any infringement.
10. Alcohol shall not be consumed on the Centre premises except with the permission of the Town Council and will be subject to the conditions made at the time of booking. A Temporary Events Licence to be obtained as may be necessary and produced for inspection.
11. The hirer undertakes to make good any damage to the property caused by the neglect or default of the hirer or organisation or his or their servants or agents.
12. The Town Council shall not be liable for any injury (including injury resulting in death) or damage to or loss of property, shall or may occur to, or be sustained by the hirer, his assistants, servants or agents, or other entering on the property in the exercise or purported exercise of the hiring (except such injury or damage may occur by reason of the neglect of the Town Council or its servants or agents acting within the scope of their authority). The hirer will indemnify and keep indemnified the Town Council, its servants and agents from and against all claims and liabilities in respect of such injury or damage and all actions, proceedings, costs, damages and expenses in regard thereto and also from and against all other liability, claims, demands, proceedings, costs, damages and expenses in respect of injury to persons whomsoever (including injury resulting of death) and damage to or loss of property whatsoever which may arise and of, or in consequence of, the exercise or purported exercise of the hiring.
13. It is the responsibility of the hirer to make themselves aware of the necessary health and safety regulations appertaining to the use of the premises. Similarly, the hirer must be aware of the necessary fire regulations. It is also the responsibility of the hirer to designate a 'responsible person' to take charge in the event of an emergency.
14. It is the hirer's responsibility to ensure that the correct ratio of adults to children (under 18 years of age) is strictly adhered to.
15. When hiring for a private children's party hirers should be responsible for all children in attendance at all times whilst using the Centre.
16. Sheringham Community Centre works with Norfolk Constabulary sharing information on our bookings in order to prevent crime and disorder. This information has been brought to my attention on booking the Centre and by placing my booking acknowledge that I am aware.