

Glenkens Community Centre

Terms & Conditions for Hire

Booking & Payment

- Bookings can be made via **hallbooking.com** or by email to **dcptbookings@gmail.com**.
- Invoices are issued monthly and should be **settled promptly**.

Health, Safety & Security

- It is the **responsibility of the DCPT Management Committee to maintain a safe, warm, and fit-for-purpose space**, including ensuring that fire safety and health & safety requirements are kept up to date.
- Users are expected to maintain **clear access to fire exits** and outside areas at all times.

Responsibilities During Hire

- **Users are responsible for leaving the hall clean and tidy**, switching off heaters and plug sockets (except the fridge), returning keys to the key safe, and reporting any damages, malfunctions, or issues promptly.
- Users should have completed their **own risk assessment** for the activity they are running.
- Users working with vulnerable children or adults are expected to follow their **own safeguarding policies**.
- **The DCPT Management Committee has its own safeguarding policy**, available as a separate document.

Equipment & Facilities

- **Kitchen facilities and appliances are available for use**, with instructions provided for guidance.
- Kitchen items should be left clean and returned to their appropriate places.
- Personal electrical equipment can be used **if it is safe and in good working order**. Users are encouraged to ensure equipment has been PAT tested or otherwise checked for electrical safety.
- A cleaner maintains the hall regularly. Users are welcome to highlight any areas requiring additional attention.

Noise & Respect

- Due to the building's location near residents, users are asked to keep outside noise to a minimum and be considerate of neighbours.
- **Smoking is strictly prohibited** on the premises.
- Alcohol is permitted **only if brought in by users for private consumption**.

Insurance & Liability

- The DCPT Management Committee holds **public liability insurance** for the premises.
- Users are responsible for their own insurance covering activities, equipment, and personal property.
- The DCPT Management Committee cannot accept liability for loss, damage, or injury caused during the hire period, except where directly negligent.

Cancellation Policy

- **Community users:** Free cancellation if 48+ hours notice is given.
- **Larger/commercial bookings:** 7+ days notice is requested; late cancellations may result in a partial charge or loss of deposit.
- **DCPT Management Committee cancellations:** In the event of unsafe conditions, emergency, or heating issues, fees or deposits will be refunded and an alternative date offered if possible.

General

- The DCPT Management Committee reserves the right to amend Terms & Conditions; users will be notified.