

Booking terms and conditions/notes
Grimsbury Community Hall
Burchester Place, Grimsbury

Grimsbury Community Centre is run by volunteers who work hard to keep it open and available for the local community.

In making a provisional booking and it being accepted you accept the following terms and conditions:

1. All hire fees must be paid at least 10 Days before your event
2. To cancel a booking you must inform the Hall 10 days before the event
3. Sorry, but we are unable to accept bookings for adult or teenage (older than 12 years) parties
4. No alcohol may be served or consumed at this venue
5. Sorry, but strictly no Bouncy Castles due to insurance (inside or outdoors)
6. You must book enough time for setup and clean up so if your hire is for 1 hr you need to book an extra 1 hr for setup up and clean up.
7. The Hall must be left clean after your hire or a £50.00 cleaning charge will apply.
8. The hire charge is £12 for each hour for local residents/voluntary groups (for Business/corporate or non-local charity bookings and rates please enquire by email).
9. Bookings are accepted only on the basis you have made a risk assessment and if applicable to you, have appropriate public liability insurance.
10. That the service or activity you undertake is done so on the basis that you are a qualified person to do so

e.g. to run an adult exercise class you must have for example a Level 2 Fitness instructing certificate

11. All bookings are at the discretion of the responsible person at Grimsbury Community Centre who may decline or cancel a booking
12. Our facility is about inclusion. No booking shall be accepted that is deemed to discriminate against age, disability, gender, race including national origins, religion or sexual orientation. This should be read in line with 'Equality and Diversity' document.
13. The space is run by Volunteers and we ask that you leave it clean and tidy after your use. A cleaning fee of £50.00 is chargeable if not.

In making a booking request you have noted the following:

1. A 6ft long white table is available for your exclusive use on the day
2. We have a small meeting room that may be hired separately. This may be in use at the time of your booking. You should advise us if you require exclusive use of the facility
3. Volunteers may or may not be onsite at the time of your booking

Equality and Diversity

The Equality Act (2010) states that public bodies, including councils, need to take extra steps to stop discrimination: this is known as the Public Sector Equality Duty. The Public Sector Equality Duty means that we must consider equality as part of our daily business, In particular we must:

- Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act

- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share protected characteristics and those who do not

<https://www.cherwell.gov.uk/info/5/your-council/352/equality-and-diversity>

This community space will enable you to set up your 'pop-up' as part of our fully inclusive community.