

# Sherford Community Building

## Terms and Conditions of Hire

1. Booking requests are only accepted from persons of 18 years and over.
2. All room hirers are required to complete an online booking form and all payments must be made within 14 days of invoice.
3. Provisional bookings can be taken and will be held for up to a week after which they cannot be guaranteed further.
4. Not-for-profit community groups may be entitled to one free inaugural session to assist with setting up new groups.
5. All fire exits must be left clear and unobstructed at all times.
6. Maximum number of people in the building at any one time should not exceed 60 for Fire and Safety regulations.
7. Sherford Trust reserves the right to cancel or terminate any bookings if rules or conduct are not being observed or if there is a danger to health and safety. All hirers to comply with Trust guidelines on Covid 19 safety.
8. Sherford Trust will not take responsibility for any loss or damage incurred by the hirer.
9. Hirers are expected to clear the rooms and leave them as they found them. If the premises are not left in a reasonable condition, Sherford Trust reserves the right to charge a minimum of £30.00 per room cleaning fee.
10. To ensure the premises are not used for any purpose other than that stated on the application form.
11. To ensure no illegal activities take place in the building during the course of the booking.
12. To ensure that no fire apparatus on the premises is interfered with and to ensure that all persons are familiar with the fire exits.
13. To take proper precautions for the prevention of accidents. All course leaders of physical activities likely to result in injury are responsible for effecting their own or company insurance against public liability.
14. Sherford Trust is secular and non-campaigning and will only rent space to organisations that are not in contravention to our equal opportunities policy.
15. Wi-Fi is provided as a complimentary service to our customers and is available across the building but a guarantee of service or connectivity cannot be made.
16. Music/Noise: Bookings with loud music/noise, where amplified cannot be taken. Bookings where music / noise may interfere with other Community Building users or those living nearby may be refused or cancelled at the discretion of the Trust. The Trust reserves the right to refuse or cancel bookings where disruption to other users is likely to become, or does become, an issue.
17. Alcohol. Whilst the Trust does not impose an outright ban on alcohol it reserves the right to restrict its use in the building. For example, it would be acceptable to have a small event where a glass of wine is served as a means of celebrating an achievement but not where large amounts of alcohol could be consumed as a central or integral part of the event - such as an eighteenth birthday party. No bar may be set up without the written permission of the Trustees. All events where alcohol is to be served should be referred to the Trust Co-ordinator in the first instance. The decision of the Trust Co-ordinator is final.
18. Religious/Spiritual or Political Organisations. Rooms booked by religious, spiritual or political organisations may be used for normal administrative purposes, and for religious and spiritual organisations this may include prayer, meditation, quiet chanting or recitation of mantra. No activity should impinge on other users of the building.
19. Young people / vulnerable adult's policy: Each customer using the Community Building is required to do their own risk assessments and have safeguarding procedures in place if required.

***I CONFIRM THAT THE DETAILS ON THIS FORM ARE CORRECT  
AND THAT I HAVE READ AND ACCEPT THE TERMS AND  
CONDITIONS OF HIRE PAYMENT IS DUE WITHIN 14 DAYS OF  
INVOICE DATE.***

**Signed:**

**Dated:**