



# Shrublands Youth & Adult Centre Charitable Trust

Shrublands Youth & Adult Centre,  
Magdalen Way, Gorleston, NR31 7BP  
Telephone: 07544551670

## Shrublands Youth and Adult Centre - Conditions of Hire

### **1) Payment**

- a) Payment of a refundable deposit and a hire fee is required for all bookings.
- b) The booking will not be confirmed until the deposit payment has been received.
- c) Payments (for deposit and hire fees) must be received by us:
  - i) No later than 14 days before the date of the event if paid in cash or by BACS transfer, or
  - ii) No later than 21 days before the date of the event if paid by cheque. Payments by cheque must be supported by a guarantee card.
- d) If your booking is made at short notice (within 14 days of the event) we may require payment in cash.
- d) All bookings must end by time stated on booking form, please ensure you have allowed for clearing up. (You must ensure that members of your group leave the premises quietly in the evening)

### **2) Retention of Deposits**

We may retain all or part of your deposit if we suffer losses or damage for which you are responsible. If our losses exceed the amount of your deposit, we may demand additional compensation.

### **3) Cancellation**

- a) Cancellations should be notified to us at least 28 days in advance. If less than 28 days' notice of cancellation is given, any refund is entirely at the discretion of the management.
- b) We reserve the right to cancel any booking in order to carry out essential repairs or maintenance; in this event any payments will be refunded.

### **4) Insurance**

- a) The centre is insured for Shrublands Youth and Adult Centre Charitable Trust's public liabilities. You may inspect our certificate of insurance on request.
- b) We do not insure our users against risks resulting from the activities they undertake – it is your responsibility to insure against these risks.

### **5) Health & Safety**

- a) You must ensure that your activities, levels of supervision, working practices and equipment comply with current health and safety legislation and guidance.
- b) You must take reasonable care at all times for the safety of yourself and all others who might be affected by your actions.

### **6) Accidents**

- a) All accidents or near-accidents must be notified to the manager so that we can try to prevent any re-occurrence.
- b) There is a first-aid box in the hall way. You must notify the manager if you use any supplies so that we can re-stock.
- c) If there is no member of staff available, you should email or text a note of the accident and/or use of first-aid supplies.



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## **7) Liability for Loss or Damage**

- a) You are responsible for any loss or damages suffered by the Shrublands Youth and Adult Centre Charitable Trust as a consequence of your activities as a hirer. This includes (but is not restricted to) damage to the premises, fixtures, fittings, furniture and equipment, call-out fees for false fire alarms, and loss of income.
- b) You are responsible for the actions of people you admit to the centre as part of your booking, or who gain access to the centre because you fail to control access properly.
- c) Shrublands Youth and Adult Centre Charitable Trust accepts no responsibility for any stored equipment or other property brought to or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring, or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

## **8) Fire Precautions**

- a) You must read and comply with the fire notices posted throughout the building. A copy of the standard notice will be supplied to you on request. You should familiarise yourself with the fire alarm points in each room, the location of extinguishers and the available escape routes.
- b) You must not prop any fire doors open, obstruct any fire doors or escape routes, damage any fire safety equipment, cause any dangerous accumulations of combustible materials to occur, or do anything likely to cause a fire risk.
- c) In the event of a fire, your primary responsibility is to ensure the rapid and safe evacuation of the building, then to call 999 to alert the Fire Brigade.
- d) You must contact us on 07544551670 if there has been a fire alarm, even if it was a false alarm (the building may not be properly protected until we have completely re-set the system).
- e) You must inform the office if any of the fire extinguishers has been used, whether deliberately or accidentally.

## **9) Smoking**

- a) It is illegal to smoke in the building or on the site. Smokers must go into Magdalen Way.

## **10) Alcohol**

- a) You must tell us if you intend to provide alcohol on the premises. We will not permit the sale or provision of alcohol if it is not properly licensed, or if in our view it would not be desirable.
- b) You must provide us with a copy of the appropriate licence.

## **11) Illegal Drugs**

- a) You must not allow illegal drugs on the premises.



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## 12) Parking and Vehicle Access

- a) Parking is available on site, on a first come basis, all vehicles are left at own risk.
- b) Vehicles are not permitted on the field without permission, even then are subject to weather conditions.

## 13) Your Equipment and Decorations

- a) You must obtain our agreement in advance if you intend to introduce any materials or equipment into the premises (including the garden/field) that might introduce a safety hazard, cleaning problems or inconvenience to other users; for example straw, hay, sawdust, flammable drapes, glues, paints, smoke machines or cooking equipment. We may refuse permission to introduce these items or impose additional conditions on your hire to mitigate hazards.
- b) If you intend to introduce signs into the building, you must tell us about this.
- c) Any other decorations must use temporary fittings; for example 'WhiteTack' or masking tape, and you must remove them at the end of your booking.
- d) You must not use permanent or semi-permanent fittings, for example nails, screws and staples.
- e) You must not attach anything to electrical wires, gas or water pipes, or electric, gas or water fittings.

## 14) Afterwards

- a) Furniture
  - i) After use, furniture must be returned to its proper place. If you have used furniture from another room, it must be returned to its proper place in that room.
  - ii) You must observe any notices regarding the placement of furniture and how it should be stacked.
- b) Cleaning and Tidying
  - i) We clean the building overnight. You must ensure that the rooms you have used are left clean enough for the next hirer.
  - ii) Floors should be swept. Broom and dustpan, are kept in the kitchen.
  - iii) All rubbish must be taken away or put in the industrial bin in the carpark if there is room. You must not pile rubbish up by the bin.
  - iv) If we have allowed you to store equipment on the premises, whether in a store room or elsewhere, you must ensure that it is stored safely and tidily so that it does not constitute a fire risk or any other hazard to anyone. You must remove stored equipment promptly when required to do so.