



Working in Spittal, for Spittal

Spittal Community Centre

**Main Street, Spittal,
Berwick-upon-Tweed, TD15 1QY**

Spittal Community Centre's Standard Conditions of Hire.

Spittal Community Centre (SCC) is leased by the Spittal Improvement Trust (SIT) from the Synod of the United Reform Church and SIT are responsible for its management and in accordance with its charitable objectives.

Hire of the premises:

The premises (or a part of the premises) are available for hire by:

Local people for private use or for functions such as wedding receptions and parties.

Local groups for either fund-raising or non-fund-raising activities.

Other interested parties at the discretion of SIT.

(Local means those residing or based in Berwick-upon-Tweed and its immediate environs)

SIT has the right to refuse any request for use.

SIT has the right to levy an additional deposit from a hirer, which will be returned within seven days if no additional charges are due.

Data Protection:

In accordance with data protection legislation, Spittal Improvement Trust will hold the minimum amount of data about a hirer to discharge its role in administering current and future bookings. This data will not be disclosed to any other parties and will be held securely for up to 8 years after the last booking.

Booking:

Firstly, please check that the date(s) and times you require are available on the online bookings page of our website.

When booking, hirers must ensure that their booking includes time necessary for setting up initially and clearing up at the end.

When a booking is accepted by SIT it forms a hire agreement to which these standard conditions apply.

The booking specifies:

- 1) The responsible person hiring the premises (the hirer) must be over the age of 18. They (or a nominated representative) must be present and in charge during the whole period of hire.
- 2) No other areas should be used by the hirer other than the parts of the premises detailed in the hire agreement.
- 3) Other parts of the premises may be hired by others at the same time so some facilities, such as toilets and kitchen, may need to be shared.
- 4) The premises must not be used for any other purpose than that specified in the hire agreement.
- 5) No naked flames or candles are allowed anywhere in the building.
- 6) The maximum capacity of the premises must not be exceeded.
- 7) A deposit for the booking will be required when SIT accept the booking. Full payment of the hire charge becomes due two weeks before the start of the booking. SIT will make additional charges for late payments and the hirer will not be able to make further bookings until all outstanding payments have been made.

Insurance:

SIT will require sight of the hirer's comprehensive insurance policy covering public liability.

Heating:

The property is heated by two gas boilers and is divided into zones. The heating of the appropriate area will be commenced before the hire and finished at the end of the hire. Hirers must not adjust the controls of the system in any way.

End of hire:

The hirer is responsible for:

- 1) Leaving the premises and surrounding area in a clean and tidy condition and all equipment, seating and tables returned to store. Cleaning materials for the kitchens are under the sinks.
- 2) All rubbish must be removed.
- 3) All lights and electrical equipment must be turned off.
- 4) The hirer must ensure that all guests have left the premises and must then ensure the premises are securely locked.
- 5) The hirer is requested to complete a feedback form relating to the booking.

Cancellation:

If the hire is cancelled up to seven days before the event a full refund of any deposit is made. If the cancellation is made within seven days of hire, SIT reserves the right to charge the full hire costs.

If you need to cancel your booking due to extreme weather conditions, and providing you give us at least 4hrs notice, we will not charge for that booking.

SIT reserve the right to cancel a hire if:

The premises are required for use as a polling station.

The premises become unfit for use.

SIT reserves the right to cancel a booking if an emergency requires alternative use of the premises. In such cases a full refund of hire costs will be made.

Health and Safety:

SIT accept no responsibility for loss or injury sustained by hirers.

Accidents:

The hirer must report all accidents involving injury to the public to SIT as soon as possible and must complete a report in the accident reporting book.

Powered appliances:

No electrical (with the exception of computing equipment) may be used in the premises without the prior agreement of SIT. All electrical equipment brought into the premises must have a current Portable Appliance Test (PAT) certified by a registered electrical contractor.

Fire:

The hirer must be:

Fully acquainted with the actions to be taken in the event of fire.

The location and use of fire extinguishers.

The fire exits and escape routes and ensure these are kept clear.

In the event of fire, being responsible for ensuring that all of their members/guests have escaped and are accounted for.

Food safety:

Hirers must observe all food hygiene regulations.

The hirer must familiarise themselves with the food preparation areas and ensure the facilities are adequate for their needs.

The hirer is responsible for ensuring the removal of all waste and that the facilities left in a clean and satisfactory condition.

SIT accepts no responsibility for food brought in and consumed in the premises.

Alcohol:

Alcohol may be consumed but not sold in the premises unless the hirer has applied for a licence and must meet the conditions of that licence, a copy of which must be seen by SIT, and provide stewards if necessary.

Performing rights:

SIT have a performing rights licence covering sound and vision recordings.

Hirers must ensure that age restrictions on projected material are observed.

Children and Vulnerable Adults:

SIT have a policy for the protection of children (under 18 years) and of vulnerable adults.

Hirers for events with children or vulnerable adults must have a designated child protection officer.

All hirers must be needful of the requirements of children and vulnerable adults.

Animals:

No animals (except Assistance Dogs) are allowed in the premises except with the express prior agreement of SIT.

Lastly:

We expect hirers to contribute to the smooth running of the hall by:

Arriving/leaving on time.

Setting up and putting away of all equipment used. Nothing is to be left out.

Cleaning up in readiness for the next hirer.

Respecting the commitment of those individuals who give freely of their time to maintain the Spittal Community Centre.