



The Old Library Stainland General Hire Terms and Conditions

The premises are managed by Stainland and District Community Charity, a registered Charity. Number: 1202494. We provide a service to the Community and are reliant on the co-operation and support of all users.

We want you to enjoy the facilities and to continue making good use of the premises for our community. We do not have a Centre Manager and in order to ensure that The Old Library is kept in excellent condition we have implemented the following Terms and Conditions: -

Please read through the following before sending off your booking request form. A booking made through the online booking system signifies your unconditional acceptance of these.

For the purpose of these conditions, the term 'hirer' shall mean either an individual, or where the hirer is an organisation, its authorised representative. The hirer is identified by their submission of an electronic booking form via www.theoldlibrarystainland.co.uk. The term 'Charity' shall mean Stainland and District Community Charity.

In consideration of the sums defined as the hire rates, the Charity permits the hirer to use the premises for their purpose of the hire period specified on the booking form.

If the hirer has any doubts about any of the Terms and Conditions, a Charity Trustee should be contacted immediately.

1. The hirer must be aged 18 and over.
2. The hirer accepts that there is no entry into the building for attendees until the agreed hire. A short time (not more than 15 minutes) from the end of one hire and beginning of the next to allow setup and set down between hires.
3. It is the responsibility of the hirer to familiarise themselves with the facilities, exit routes and fire extinguisher locations and the locking up procedure.
4. The hirer is responsible for maintaining good order and conduct on the premises and leaving the building as IT WAS FOUND. If this is not the case, then we reserve the right to keep the deposit to engage cleaning services.
5. Please remove ALL your rubbish and TAKE IT AWAY.
6. The Old Library is a NO SMOKING building, this includes Vaping.
7. **Insurance-** The Community Centre insurance covers only loss caused by fire, theft or storm damage. Regular hirers are required to take out their own insurance to cover their activities and responsibilities. For occasional private hire the individual's household policy may provide cover.
8. It is the hirer's responsibility to ensure they have all relevant insurances in place and are requested to provide a copy to SDCC.
9. The hirer will be entrusted with a code for the key safe and security details to enable access during their booking period. The hirer must ensure that neither the key or security details are passed onto any third party, the codes will be changed on a regular basis and current hirers will be provided with this.
10. The hirer should only use the building and its facilities for the hire period. DO NOT ALLOW anyone to wait in the entrance as this can cause an obstruction. Extra time used outside the agreed hire period will result in an additional charge being levied.
11. All users are asked to park sensibly in local car parks.
12. The hirer will be responsible for leaving the facilities and surrounds in a clean and tidy state as it was on the commencement of the hire. Any contents temporarily removed from their usual position shall be properly replaced and properly locked and secured unless directed otherwise.

This includes:

Leaving the premises in the same state that they were found on entry. Unless cleaning service has been booked and paid for prior to the hire.

Sweeping and mopping of floor and all rubbish to be removed by the hirer. Flushing the toilet, leaving it clean and tidy. Soiled nappies must be removed by the hirer. Replace tables and chairs as found. Checking that if any portable equipment is brought onto the premises is safe for use and has been P.A.T tested. Switch off all internal lights and locking or closing all doors when leaving. Should this not be the case then SDCC shall be at liberty to levy an extra charge for any cleaning/tidying incurred.

13. The hirer will indemnify the Charity against the cost of repair or necessary replacement for any damage caused to the Old Library or its contents during the hire period. Where appropriate, the Charity shall be at liberty to levy a charge for any said damage.
14. The hirer shall not sub-hire the facilities nor use them for any unlawful purpose or in any unlawful way, nor bring anything into the facilities anything that might endanger them or render invalid the relevant insurance policies.
15. The hirer will ensure that there is no contravention of the law relating to gaming betting and lotteries.
16. The hirer will comply with all conditions made in respect of the facilities by the Fire Authority, Local Authorities, the Magistrates Court or otherwise.
17. The Charity reserves the right to cancel any booking agreement without notice if payment is not made within the required period. The Charity will not be liable to make any further payment to the hirer and will not be liable for any subsequent losses resulting from the cancellation. The Charity reserve the right to pursue non-payment with appropriate enforcement action.
18. The Charity accepts no responsibility for the loss of or damage to any property brought into the hall or its grounds
19. The Charity accepts no responsibility for any personal injury sustained at The Old Library Building or its grounds. The hirer will be responsible for providing adequate insurance to cover the activity for which has been booked.
20. The hirer will ensure that the minimum amount of noise is made on arrival and departure, always considering the neighbours.
21. The hirer will ensure that no dogs (except authorised disability assistant dogs) or other creatures are brought into the old Library or its grounds.
22. The hirer will ensure that any activities for children under the age of eighteen years comply with the provisions of The Protection of Children's Act 1999 and the Safeguarding of Vulnerable Groups Act 2006 and that only fit and proper persons have access to the children.
23. In the event of The Old Library being rendered unfit for use for the purpose for which it was hired, the Charity shall not be liable to the hirer for any resulting loss or damage whatsoever.
24. If the hirer wishes to cancel or alter an individual booking or the regular slot completely then this must be done in writing. At least 14 days' notice is required for a full refund. Otherwise, a charge of 50% of the total cost will be made.
25. The Charity reserves the right to cancel any booking in the event of The Old Library being required for use as a polling station for a parliamentary or local government election or by-election, in which case a full refund will be made to the hirer.
26. The Charity reserves the right to refuse a booking without notice, or to cancel a booking agreement at any time without giving a reason, either before or during the term of the agreement upon giving seven days' notice in writing to the hirer; and will arrange a full refund. The Charity will not be liable to make any further payment to the hirer and will not be liable for any subsequent losses resulting from this or any other cancellation on behalf of any third party involved in this booking.
27. The Hirer accepts that Hire Charges are made in not less than thirty minutes increments.

