



## **TERMS AND CONDITIONS OF WILDSIDE CENTRE LETTING**

### **SECTION 1 – CONDITIONS OF LET**

1. A booking form must be submitted and received by the SFCT Administration & HR Officer at least 10 working days prior to the booking date unless otherwise agreed via email or telephone.
2. Bookings will be refused when:
  - I. The applicant is under 18 years of age.
  - II. Outstanding accounts have not been settled.
  - III. Conditions of hire are not met by the applicant.
  - IV. Appropriate Child Protection measures have not been taken.
  - V. There have been specific and proven breaches of the booking arrangements in the past.
  - VI. The purpose of the booking is illegal.
3. Submitting a form does not constitute acceptance of the booking as the applicant will be advised by confirmation email if the booking can be accommodated.
4. Approved bookings are not transferrable and are only valid for the named Hirer/Organisation for the accommodation, dates and purposes stated on the booking form. Sub-lets are not permitted.
5. All preparation and tidying up must take place within the booked times and only areas of the facility noted on the booking form can be used. Hirers who exceed the booked time or use un-booked areas may be subject to additional charges.
6. Any wilful or malicious damage to the premises, furniture, or equipment found prior to, or during the booking, must be reported to the SFCT Administration & HR Officer or an available member of Staff immediately.
7. The Hirer is responsible for the good conduct of everyone present during the booking, and the preservation of good order in and around the centre. Noise should be kept within reasonable limits.
8. The maximum capacities of each room and age eligibilities for time of day or night, must be strictly adhered to. See section 4.1.

9. Risk assessments are completed by The Wildside Centre management for the building and are available on request. It is your responsibility to complete risk assessments for your own club or activity in relation to your booking.
10. Those hiring the centre for a private bookings must ensure that all rubbish and recycling is removed from the centre and not placed in the outside bins.

## **SECTION 2 – PAYMENTS AND CANCELLATIONS**

1. **The Hirer must notify SFCT at least 7 working days prior to the booking date if they wish to cancel.** Failure to do so will result in the booking being charged in full unless otherwise agreed. Please notify the SFCT Administration & HR Officer via email only: [admin@sfctrust.org](mailto:admin@sfctrust.org).
2. Any additional costs incurred, including cleaning or restoring the premises to the original condition, will be subsequently charged to the Hirer. The rate charged is:
  - Monday to Friday - £18.00
  - Saturday and Sunday - £25.00(SFCT reserve the right to apply these charges at any given opportunity).
3. All bookings will terminate by 22:00 except where a specific extension has been given.
4. Hire charges must be paid at the time of booking, unless alternative arrangements have been authorised by SFCT.
5. Time must be allocated within the booking period to allow for preparation and cleaning up. If the premises are not vacated on time, the next hourly rate will automatically be charged.
6. Unless the appropriate notice is given, cancellation fees for bookings are as follows, unless otherwise agreed with SFCT:
  - Within 7 days of booking - Full Hire Charge.
  - Over 7 days of booking - No Hire charge
7. If you fail to turn up for your booking at the Wildside Centre, full charges will take effect, unless otherwise agreed with SFCT.

## **SECTION 3 – LOSS OR DAMAGE**

1. The premises must be left clean, tidy and in good order and condition, including the carpark and outer grounds, and all rubbish must be removed from the centre. If any damage occurs during your booking, the group or person hiring the facility will be held responsible. Please report immediately. (SFCT reserve the right to charge for any damages found).

2. Any damages must be pointed out to a member of SFCT Staff as soon as they occur.
3. SFCT, including Staff, are not responsible for any valuables or equipment left on the premises including: the carpark; main centre; outer gardens; polycrub; shed and storage container.
4. SFCT have Public Liability insurance, and a copy can be obtained from the SFCT Administration & HR Officer upon request. SFCT strongly recommend that all groups hiring the Wildside Centre have Public Liability insurance to cover any damage or injury to third parties attending your activity. If a booking is made and insurance cover is not held, this is at the lessee's own risk.

#### **SECTION 4 – MAXIMUM ROOM CAPACITIES**

1. The maximum capacity of people permitted to use each room must be strictly be adhered to, as per the requirements of the SFCT Public Entertainment License: Main rooms 100 standing or 60 seated.

#### **SECTION 5 – PERMISSION TO PHOTOGRAPH OR FILM**

1. Hirers are responsible for the safety and privacy of all users. You must gain acceptance to use a camera, video camera, or mobile phone with camera/videoing capabilities within the premises.
2. Any device mentioned above may only be used in the room you have hired.
3. Permission from all participants in the group must be obtained.
4. If children under the age of 16 are included in the group, written permission to be photographed or recorded must be obtained from their parents/guardian.

#### **SECTION 6 – DATA PROTECTION**

1. The information gathered on the application form is used to process your booking. Your personal information is held on a letting database. The condition for processing is covered by (Article 6 (1) (b) of the General Data Protection Regulation). The information is kept for a period of 5 years plus the current year for chargeable lets and for 1 year for free lets. You have the right to view, change, delete or restrict the processing of your personal data. Your personal information is not subject to automated decision making or profiling. If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,

Cheshire,  
SK9 5AF  
Tel: 0303 123 1113  
Web: <https://ico.org.uk/global/contact-us/>

**The SFCT Data Protection Policy can be viewed on the Good Governance page of our website:** [www.stratherrickcommunity.org.uk/good-governance](http://www.stratherrickcommunity.org.uk/good-governance)

## **SECTION 7 – HIRER’S RESPONSIBILITIES**

1. Where “children”, “protected adults” or adults who may be “at risk” are involved in activities during the period of a booking – whether as committee members, staff, volunteers, or participants – the Hirer must have read and ensured that they comply with the document “Terms & Conditions”. Please note this guidance also applies to self-employed individuals providing for these groups.
2. The Hirer is responsible for ensuring that a person/people with appropriate experience and qualifications for the safe delivery of the activities they are providing, both supervise and are in attendance, during the duration of booking. There should also be a person in attendance at the beginning and the end of the booking to ensure that a correct hand over is conducted. Two responsible adults should be in attendance at all times.
3. The Hirer shall indemnify SFCT against all costs, expenses, liabilities, injury, loss or damage arising due to any act or omission of the Hirer, or any of their agents, volunteers or staff in connection with the hire of the premises or the activities carried out during the period of booking.
4. The Hirer is responsible for ensuring that all appropriate licences and permits are in place prior to the start of a booking.
5. The Hirer is responsible for ensuring compliance with any emergency regulations and procedures, or any other regulations in force. Hirers must familiarise themselves with the user guide and floor plan and must bring the emergency and evacuation procedures to the attention of their members/participants. All exits from the premises must be kept clear of obstruction at all times. **Emergency exits should only be used in case of emergency and not for routine access/egress.**
6. Hirers must not display or affix materials such as posters, flyers, or signboards, either inside or out-with building without prior written agreement from SFCT – Charges may be levied if any damage to the property or additional outbuildings and structures result from the use of unauthorised materials.
7. The Hirer is responsible for ensuring that all individuals wear suitable or appropriate footwear.

## **SECTION 8 – GENERAL RULES**

1. For music and drama groups, the booking does not include admission of an audience unless this is specified in the application. (Permission from SFCT must be granted in advance before any tickets and event information can be shared and put on public sale).
2. Fires and/or barbecues are not permitted except where permission is specifically granted, and only in the area specified/agreed on in advance.
3. Portable electrical equipment may only be used in the premises if it has been PAT tested to ensure that it has no electrical defects which could constitute a safety hazard. It should be noted that this may be audited at any time during the booking period. Information on PAT testing certification can be obtained from the British Standards Institute. (SFCT reserve the right to ask for PAT certificates at any time).
4. The group or person making the booking is responsible for everyone attending their activity, and as such, is expected to supervise and maintain order within the group and ensure all those in attendance understand and adhere to the conditions of booking. Any breach of the conditions by any member of your group will not be tolerated and will lead to the booking being terminated.
5. SFCT have the authority to evict and ban unruly people from any confirmed booking at any time.
6. No person under the influence or suspected of being under the influence of drink or drugs, will be admitted.
7. Smoking is not permitted within the Wildside Centre and designated smoking areas are marked out-with the premises.