Wooler Warm Hub

Standard Conditions of Hire

Welcome to Wooler Warm Hub! The purpose of the Warm Hub is to create a safe and warm place where people can meet in comfort with others and spend some time – maybe joining in with some social activities, getting some help and advice or perhaps just meeting friends and new people. So, we want to let the Warm Hub to community and not-for-profit organisations that share our goals and aspirations, recognising that the Warm Hub lies within a Church building. We don't anticipate normally hiring the facilities to commercial activities or for celebratory parties and performances which might endanger the public or which are sexually explicit are not permitted. Please note that there is plenty of car parking at the rear of the building which you are welcome to use.

These conditions apply to all lettings of the Warm Hub. If you have any queries about the terms of hiring, then please don't hesitate to contact our bookings secretary on 01668 283349.

1. Whilst you are in occupation of the Warm Hub, you're responsible for looking after the rooms, equipment and furniture – and of course for the behaviour of your people using the space.

2. You can only use the premises yourselves and for the purpose you have already stated. Under no circumstances can you sell alcohol in the Warm Hub. And please don't break the law relating to gaming, betting, lotteries and performing rights..

3. On first using the Warm Hub, you will be given an induction tour and we'll highlight fire escapes and other relevant measures. Should there be any incidents, you must let us know. Contact details are prominently displayed on the noticeboard inside the Warm Hub.

4. Health and Hygiene If you are preparing, serving or selling food, you must observe all relevant food health and hygiene legislation and regulations. Your people handling food should be properly trained in food hygiene.

5. Smoking**:** Smoking is prohibited throughout the premises.

6. Electrical Appliances: If equipment you need is not provided by us, then you must discuss this with the bookings secretary. It is a condition of our insurance that any portable electrical equipment brought onto the premises must be PAT tested.

7. Insurance and Indemnity: If anything is damaged whilst you occupy the Warm Hub, then you must let us know and we'll expect you to pay for replacement/repair etc. You must also ensure that your activity is covered by your own or someone else's Public Liability Insurance. The Warm Hub is insured against any claims arising out of its own negligence.

8. Any accidents or incidents with dangerous materials must be reported to a member of the Warm Hub management committee as soon as possible**.** Immediately you must complete an entry in the Warm Hub's accident book which is located in the kitchen with the first aid kit.

9. Explosives and Flammable Substances: You must make sure that no highly flammable substances are brought into, or used in any part of the premises and that no decorations are put up near light fittings or heaters.

10. Please make sure behaviour in the Warm Hub and in its immediate vicinity doesn't disturb our neighbours. The purpose of the Warm Hub is about providing safe, warm and friendly space for people to relax and socialise – we trust that your activities will resonate with that ethos.

11. Animals: No animals, except guide and assistance dogs, are permitted on Warm Hub premises, unless specifically agreed by the Warm Hub. No animals are permitted in the kitchen at any time.

12. The Hirer shall ensure that no children under the age of 14 enter the kitchen unless supervised by an appropriate adult

13. Safeguarding Children and Vulnerable Adults**.** It's your responsibility to make sure your activities are suitable for your participants and that you have safeguarding policies/ procedures and DBS checks in place, where needed.

14. Cancellation If you wish to cancel your booking before the event and the Warm Hub cannot secure another booking, the question of the charge will be at the discretion of the Warm Hub Committee.

    In exceptional, circumstances, it may be necessary to cancel a booking – for example if the Church is needed for a funeral. As much notice as possible will be given and a full refund will be made of any sums paid without liability on the part of the Warm Hub.

15. Please leave the Warm Hub and surrounding area in a clean and tidy condition, secure as per instructions and with any contents returned to their original positions. A handy checklist to help you do this is on the noticeboard behind the coffee bar.

16. Please do not make any alterations or additions to the Warm Hub and its fittings. If you wish to display materials please contact the booking secretary.

    Under no circumstances may anything be fixed or stuck (even temporarily) on to the white projection wall, as this can leave marks which spoil the enjoyment of others using the screen wall for films etc. Under such circumstances, the cost of repainting the projection wall will be invoiced to the user group that caused the damage.

    Organisations or groups that hire the Warm Hub on a regular basis may be able to have storage space and a noticeboard allocated for their use subject to availability. Please contact the booking secretary if this would be useful.

17. This Letting Agreement constitutes permission only to use the Warm Hub and confers no tenancy or other right of occupation on you.