

Terms and Conditions of Hire



The Reef Community Centre, Colehill Lane, Wimborne, Dorset, BH21 7AB

t. 01202 062121 / 07874 968815

contact@thereef.uk

www.thereef.uk

1. **Bookings** – Booking requests will be held for one week, and confirmed when the appropriate deposit has been paid. Bookings must include any time required for arrival/set-up and cleaning the room afterwards. The room must be vacated promptly at the end of the hiring period.
2. **Deposits & Payments** – Occasional bookings will be confirmed once a £30 security deposit has been paid, to cover excessive cleaning costs or damage. The deposit will be refunded providing the building is left in a satisfactory condition. Full payment is required 14 days before the event.
For regular bookings, the refundable £30 security deposit together with payment for the first month must be made to secure the booking. Subsequent payments will be invoiced monthly, and must be paid by 1st of each month.
3. **Cancellations** – Any cancellations within 14 days of the event will be charged in full. If we cancel any bookings due to essential maintenance or other reasons out of our control then every effort will be made to re-locate the hirer to another suitable room, or else a full refund will be provided.
4. **Entry to the Building** – Hirers will be issued with instructions for accessing the building, this will usually be a code to open a key safe positioned by the front door. Instructions will be provided on using the security fob attached to the key to turn off the alarm, and re-set it on exit.
5. **Fire Precautions** – All fire doors and stairs must be kept clear of obstructions at all times. Hirers should familiarise themselves with the fire evacuation plan posted in the building.
6. **Insurance** – Any item on the premises not owned by The Reef is not covered by our insurance. Hirers are advised to ensure that all of their possessions are suitably insured and are advised to take out public liability insurance.
7. **Safeguarding** – Any groups working with children and adults at risk (other than private parties arranged for invited friends and family) must evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS) when requested to do so and produce on request a copy of their Safeguarding Policy which must as a minimum align with The Reef's principles and procedures with regard to safeguarding.
8. **Smoking** – No smoking or vaping is permitted in any part of the building, car park or grounds.
9. **Alcohol** – If you include alcohol in an event ticket price or sell alcohol on our premises then you must obtain a Temporary Events Notice Licence from Dorset Council licensing department. Under no circumstance are alcoholic drinks to be sold to anyone under the age of 18.
10. **Electrical Equipment** – Any electrical equipment the hirer brings onto the premises must have been PAT tested within the previous 12 months.
11. **Bouncy Castles** – only to be used in the ground floor hall and no more than 7.5ft tall fully inflated.
12. **Amplified Sound** – only permitted if the whole building is hired or if the other room is empty.
13. **On Departure:**
 - Turn off the water heater and any other kitchen equipment used.
 - Ensure the room is swept, tables and chairs put away on their storage racks, surfaces wiped down, and the room is clean and tidy for the next hirer to use.
 - Put all rubbish in the correct bin, following the instructions you'll find posted on each bin.
 - Ensure all windows are closed. The vents at the top of velux windows should be left open.
 - Turn off lights, and follow the instructions you will be given to set the alarm, lock the building and return the key to the key safe if no one else is in the building.