Reef Community Centre

Terms & Conditions of Hire

References to 'we', 'us' or 'our' are to The Reef, Colehill & Wimborne Youth & Community Centre

1. **Bookings** – Hirers must be over the age of 18 years old.

   Booking requests are provisional until a security deposit is paid.

   Provisional bookings will be held for 14 days after the security deposit request is sent after which it will be cancelled.

   Bookings must include sufficient time to set-up and clean 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 which is security for us against any excessive cleaning costs or damage including put not limited to, cleaning following the use of glitter/confetti, paint splashes requiring additional cleaning or damage to equipment.

   The deposit will be refunded providing the building is left in a satisfactory condition.

   Payment of the hire charge is required by the due date stated in the email sending the invoice.

   For regular hirers, payment for the first month must be made to secure the booking and subsequent payments will be invoiced monthly, and must be paid by the last day of the month.

3. **Cancellations / changes** – Cancellations by the hirer within 14 days of the event will be charged in full.

   Cancellations by us for any reason will be refunded in full.

   Where appropriate, we reserve the right to move a booking to an alternative room.

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 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 and available on our website.

   During the period of a booking, the hirer is responsible for taking action in the event of a fire which includes following the fire evacuation plan and calling emergency services.

   Regular hirers are required to have their own Fire Procedure Plan in place.

6. **Insurance** – Any item on the premises not owned by us 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. Regular hirers must have insurance in place suitable for their individual activities.

8. **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 our principles and procedures with regard to safeguarding.

9. **Smoking** – No smoking or vaping is permitted in any part of the building, car park or grounds.

10. **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.

    Under no circumstance are alcoholic drinks to be sold to anyone under the age of 18.

11. **Electrical Equipment** – Any electrical equipment the hirer brings onto the premises must have been PAT tested within the previous 12 months.

12. **Rubbish and waste disposal**

    - The Reef operates a take-your-rubbish-home policy. We expect all hirers to dispose of rubbish responsibly and to leave the premises clean and tidy after their hire.

    <u>General use</u>

    - A small bin is provided in the kitchen area for incidental waste arising from normal use of the facilities, such as tea bags and small amounts of general waste. It may also be used for sweepings following the hirer's obligation to sweep the floor after use.
    - This bin must not be used for disposing of significant quantities of rubbish or waste generated by parties, private functions or other events.

    <u>Parties and private functions</u>

    - Hirers holding parties, private functions or similar events must take away all rubbish generated during their hire. This includes food waste, leftovers, packaging, disposable plates and cups, recyclable materials, balloons, decorations and all other event-related rubbish.
    - No event-related rubbish may be left inside or outside the building or placed in the kitchen bin.

    <u>External waste bins</u>

    - The external rubbish and recycling bins are locked and are not generally available for hirers to use. Access may be provided to individual hirers by prior agreement with The Reef.
    - Where access has been specifically agreed, hirers must use the appropriate bins, ensure lids can close and must never leave rubbish bags or other waste alongside or outside the bins.

    <u>Failure to comply</u>

    - All hirers are responsible for ensuring that the premises are left clean and free of rubbish at the end of their hire.
    - Failure to comply with these requirements may result in deductions from the security deposit, in whole or in part, to cover reasonable additional cleaning, rubbish removal or disposal costs incurred by The Reef.

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.
    - 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.

14. General conditions of hire

- No glitter or confetti may be used in the building or its grounds
- Decoration hooks are provided in both halls. We therefore ask that no blue tack, sellotape or temporary fixings of any kind are affixed to the walls.
- No helium balloons are permitted in the upstairs hall/kitchen.
- Bouncy castles are only permitted in the ground floor main hall and must be no taller than 7.5ft fully inflated. Hirers are required to ensure that the bouncy castle provider is properly insured.
- Any amplified sound must be limited to a volume which cannot be heard outside of the room with the doors closed.
- Any breakages or damage caused during the course of a booking must be reported to admin@thereef.uk.
- Any events held for persons under 18 years must be supervised by an appropriate adult.
- Naked flames must be restricted to birthday cake candles or similar.
- Guide/assistance dogs are welcome on the premises. No other animals shall be brought on to the premise without prior agreement from us.
- Unless you request in advance that the room be free of decorations, there may be bunting erected in the halls from time to time.

15. Health & Safety

Hirers are responsible for ensuring:

- the safety of their attendees/guests.
- that access ways are kept clear of obstructions
- any spillages are properly cleared up
- children do not use any kitchen equipment
- ladders/steps in the building are not used by hirers, these are on site for staff use only. If hirers require a ladder for put up decorations etc, they must provide their own.

Kitchen equipment, including but not limited to, hot water boilers, kettles, oven, microwave and dishwasher, are used at the hirers own risk.