

Terms Conditions and Regulations for Hire of the New Trust Centre (Centre):

1. The Centre will be opened and locked by a member of the staff, unless agree otherwise.
2. **Access** - The Centre is let on the understanding that any NTCGHT member of staff has the right of entry at any time to the area hired.
3. The booked times should be adhered to at all times or further charges will be applied.
4. Should the member of staff that opens the Centre, before the function or hire commences, be of the opinion that it is likely to prove of an objectionable and undesirable event, they have the full power to cancel the booking, return the hire fees and not to be liable to pay any compensation.
5. A deposit of **£50** is payable for all bookings and the balance must be paid prior to the day of the function.
6. A **security bond** of **£100** is be payable at the time of booking and this will only be refundable on satisfied inspection of the area used after the event.
7. **Completion of hire** - At the end of hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition. The hirer will be responsible for the cost of repairing any damage caused, replacing furniture or fittings lost or damaged, or for deep clean of the building in the event that unnecessary mess is caused. In event of this the NTCGHT reserves the right to make an additional charge and the security bond will be held back to cover these costs.
8. **PAT Certificate** - No Electrical Equipment may be brought onto the premises without a Certificate of PAT Testing. This must be shown to the booking office prior to booking date.
9. **Conduct** - The hirer will be responsible for the proper conduct of persons using the Centre.
10. **Loss of property** - The NTCGHT does not accept responsibility or liability for any damage or loss of property of things that are placed and left upon the premises whilst the Centre is being hired.
11. **Fire Risks** - The hirer should make themselves familiar with the fire procedures for the Centre and inform the Office at the time of booking of any factor which involves extra fire risks.
12. **Indemnity** - The hirer shall indemnify the NTCGHT against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which shall occur whilst the person is in or upon Centre property or arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by any person.
13. **Gambling of any kind, Smoking or the Consumption of Alcohol is strictly prohibited on any part of the premises or grounds.**
14. **Child Protection** – In the event that the hiring involves the attendance of children and young persons under the age of 18 at the premises, the Hirer confirms that there will be in place an appropriate Child Protection Procedure. The Hirer agrees to ensure that all adults present on the premises are aware of this Procedure and abide by it. The Hirer confirms that under the terms of the Child Protection Procedure, appropriate **DBS** checks will be carried out in respect of persons involved with children and young people on the premises during the course of the hiring. The NTCGHT takes no responsibility for any of these and recommends if unsure you seek appropriate advice.



- 15. **Insurance** - All groups should have their **own Publicity Liability and Contents insurance**. The NTCGHT takes no responsibility for this and recommends if unsure you seek appropriate advice.
- 16. **EXCLUSIONS** - The Hirer shall not use the premises for any purposes other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything to bring on to the premises anything which may endanger the premises or any insurance policies connected with the premises.
- 17. **Kitchen** - Where the Kitchen is used, a current Food and Hygiene Certificate for all users must be produced before the booking date. The kitchen must be left clean after use.
- 18. **PARKING** - The hire of the premises does include the use of parking facilities. NTCGHT reserves the right to ask for any cars related to this hiring to be removed or prevented from parking on the site due to funerals or other concurrent or overlapping activities on the site.
- 19. **SUPERVISION AND RESPONSIBILITY** - The Hirer will during the period of the hiring be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity including proper supervision of car-parking arrangements so as to avoid danger to members of the public and obstruction of the public highway
- 20. The hired room foyer and toilets are the only areas to be used by the hirer and all other areas are classed as out of bounds unless otherwise agreed.
- 21. The only form of Worship permitted on the premises is Christian Worship.
- 22. The hirer accepts these terms and conditions on the basis that he/she as named will be held fully responsibility during the hire period.

Hirer: Full Name (Print):

Signature:Date:.....