



**THE
BUCKLAND
CENTRE**

Hire Terms and Conditions for use of The Buckland Centre

Please read all the terms of hire. By booking with The Buckland Centre, you agree to all the terms and conditions below.

1. Payment for all one-off bookings must be made in advance unless an invoicing arrangement has been agreed. Failure to make payment will result in the key safe code being with-held until payment has been received.
2. Bookings cancelled with less than 48 hours' notice or no shows will still be invoiced, and payment required.
3. The Manager may be obliged to change the room allocated in the interests of all the users of the Centre on very rare occasions.
4. The hirers are responsible for taking all waste and rubbish away with them as we do not have facilities for additional waste. Hirers will be charged for any rubbish that must be disposed of on their behalf.
5. By booking accommodation, the individuals responsible undertake to meet the cost of any damage caused by them, or by their relevant organisation, to the structure, the equipment or contents of the Centre.
6. No screws, nails or pins should be inserted into the walls or woodwork and any posters placed on the walls with Blotac must be carefully removed without damaging the paintwork. Sellotape is not to be used. Equipment and surroundings should be treated with care and respect. The building and room will be left as they have found it, in a clean and tidy condition, with furniture put away as found and return the key to the key safe immediately after the end of the booking.
8. Please be mindful of the immediate neighbours and leave the building quietly. Parties must finish by 11pm unless prior agreement has been obtained. Effective supervision must be provided for all persons under the age of 18.

9. No person may attempt to alter the settings of the central heating installation or interfere with electrical or other fittings.
10. Where furniture is required, every endeavour will be made to leave it available in the relevant room, but this cannot be guaranteed as staff are not always available at the appropriate time if another group have left the room with furniture out. All tables and chairs must be returned as found by all hirers.
11. All persons using the Centre do so at their own risk and the Buckland Centre accept no liability whatsoever for any personal injury, however caused, whilst in the Centre.
12. The Buckland Centre shall not be responsible for any equipment, money, valuables and other belongings brought into the Centre by any person. All such items are used in the building entirely at the risk of the owner.
13. Please note that if you intend to hire a bouncy castle or similar inflatable for use in the hall, the maximum permitted height is 10 foot. You, not The Buckland Centre, must ensure that the equipment is supplied, installed and secured by a reputable company that has all the regulatory health & safety checks of the equipment in place, including those related to Covid-19, and has its own public liability insurance. All portable equipment brought on to the site must carry an in date Portable Appliance Testing (P.A.T.) label.
15. Please report any breakages or damages to the office or in the report book attached to the centre notice board in the foyer.
16. In case of an emergency during your booking please contact the out of hours contact using the details on main door. Hirers are responsible for familiarising themselves with the fire safety protocol displayed in each room of the centre and ensuring the safe evacuation of their group to the muster point in the car park at rear. No obstructions should be placed in front of fire exits during hire.
17. When locking up please ensure lights are switched off (including the toilets), and all windows and doors are closed and blinds are placed back in the closed position. Please also do a full sweep of the building and ensure that each room is fully vacated and secure.
18. The Licensing Act 2003 requires hirers to obtain a Temporary Event Notice (TEN) for the sale of alcohol for consumption within the Centre and the provision of regulated entertainment for which an entrance fee is chargeable. It is the responsibility of the hirer to ascertain from Teignbridge District Council whether a TEN is required. Any event with more than 100 people must have designated event stewards.
19. Any group working with children and young people needs to have an appropriate child protection policy statement and supporting guidelines in place. The Centre reserves the right to ask to see a copy of the hirer's Child Protection Policy and risk assessment.

20. Any hirers running a regular group must have public liability insurance and provide proof of this when asked.
21. Please record any accidents in the Accident/Injury Record Book hanging on the main notice board in the corridor. Please inform the Manager of any incidents occurring at the earliest opportunity. If the use of the first aid box is required, the incident must be recorded in the accident book, hanging on the centre notice board.
22. Individuals signing the booking form (a) do so on their own behalf (b) confirm they are authorised to sign on behalf of the organisation (if any) shown as the hirer overleaf and (c) acknowledge they are personally responsible for the payment of the hire charge in the event of this not being paid by the organisation.
23. Those hiring facilities are required to ensure appropriate first-aid provision. Operational times mean that Centre staff trained in first-aid will not always be available when users hire facilities and the responsibility lies with the hirer. The hirer should familiarise themselves with first aid box locations.
24. Smoking is strictly forbidden in the centre as well as directly outside the building. Smokers should move away from the building to smoke.
25. We reserve the right to ask groups hiring the centre, who are leading the community in religious worship, or delivering children's services and activities provide the Centre with evidence of updated safeguarding and H&S policies.