**CRAWLEY COMMUNITY ACTION**

 **TERMS & CONDITIONS**

**OF ROOM HIRE**

# Room hire at The Orchard, Gleneagles Court,

# Brighton Road, Crawley RH10 6AD

Applications for hire must be made on an official booking form.

# All applications are treated as first come first served where possible

* The person who signs the Booking Form shall be deemed to be the hirer and must remain on the premises for the duration of the hire period.
* CCA reserves the right to refuse any application for any reason It is at the discretion of CCA.
* The booking will be deemed provisional until confirmed by CCA.
* A purchase order number should be quoted where applicable.
* Bookings are accepted on condition that the hirer accepts the Standard Conditions of Hire set out in this document. ***Any breach of these conditions may lead to future bookings being refused or cancelled***.
* Preparation for meetings, (i.e. room or equipment set up) must take place during the agreed hiring period and not before that time begins. Likewise, the room or desk must be vacated by the agreed time for the end of the session so as not to interfere with any scheduled booking that may follow.
* **Hire charge -** The schedule of hiring rates will be reviewed annually, the rates will be set according to the type of organisation. The current rates are displayed on CCA website
* A session is normally defined as all or part of the following time slots for room hire.
* Morning: 09.00 to 13.00, Afternoon: 13.00 to 17.00, Evening 17.00 to 21.00.
* Payment is due at the time of application unless otherwise agreed by CCA. Cheques should be made payable to CCA and sent to:

*Finance Officer, Crawley CCA,1-2 Gleneagles Court, Brighton Road, Crawley, West-Sussex, RH10-6AD*

* **Referee -** A new hirer may be asked for references before using the premises
* Payment is due at the time of application for the first three bookings.
* **Cancellation** - In the event of cancellation or where changes to a confirmed booking arise then an administration charge of £5 may be made. If less than seven (7) days’ notice of cancellation is given the hirer will be liable for 50% of the hire charges Less than 24 hours’ notice and hirer will be liable for 100%
* **Use of Premises** – (What the intent of room usage is going to be) must be confirmed to CCA when completing the booking form. Rooms may only be used by organisations and not individuals.
* **Health & Safety -** The hirer will comply with all aspects of the CCA Health and Safety Policy a copy of which is available on request. First aid boxes are located in the kitchenette. It is the responsibility of the hirer to ensure that their own first aider is on site. Registers are available outside each room and should be completed at the start of each room booking so the hirer is aware of the number of people in the room in case of a building evacuation.
* **Responsibility -** The hirer accepts that CCA accepts **no** responsibility for injury or loss to a person or property arising from the use of the premises The User will keep CCVS indemnified against any claims for which CCA may not be responsible.
* **Public Liability Insurance** – Hirer must have proof of PLI

*If the hirer does not have PL Insurance, they should inform CCA at the time of booking*.

* **Keys** – For access to The Orchard outside 9am - 4pm Monday to Friday, a code is required to access the front doors. This code will be confirmed to new groups on receipt of payment and to existing groups at the time of booking. If the booking is for a group that has used The Orchard before, they will be asked to confirm the door entry code that they hold and CCA staff will verify if this is correct. If the room booking is for a weekend, the group should also collect the key for the main door to the building. The key should be collected between 9am – 4pm Monday – Friday. If keys have not been collected within these times CCA will not be held responsible for any obstruction to room hire usage or effects thereafter. Once issued all keys become the responsibility of the Hirer and after use the Hirer must return keys to CCVS Premises Officer’s office at 1 – 2 Gleneagles Court at the time and date agreed when signing the Room Hire Booking Form. Late return or lost keys will be charged, currently £25.
* **Security** - The Hirer is responsible for ensuring that all security protocols are followed at all times, failure to comply may result in termination of further bookings and usage. Responsible hirers may be liable for any damage or loss of equipment and property anywhere in The Orchard through any breach of the security protocols. CCA also reserves the right to hold any monies if a breach of security arises to cover the cost of possible repair or damage:
	+ All windows of rooms used are to be fully closed and locked before vacating the room/building.
	+ No internal/external doors are to be wedged open at any times during room hire.
	+ All lights in rooms used are to be turned off and all blinds closed before vacating the room/building.
	+ No items of any kind are to at any time block fire exits, stairwells and corridors within the entire building.
	+ The premises is to be secured on departure.
	+ If the booking is at the weekend, this will include locking the mortice lock on the external security door unless it was agreed at the time of booking that this would be undertaken by CCA representatives.
* **Kitchen** - hot water is provided, small amounts of cutlery and crockery are available, the kitchen should not be used for the preparation of food. Hirers should provide their own refreshments and ensure that any crockery and cutlery is washed up and returned to the kitchen.
* **Breakages** - must be reported to the CCA office within 24 hours. Hirers undertake to indemnify CCA for any damage - however caused - arising during or in respect of the period of Hire.
* **Cleanliness and Tidiness** - Hirers are advised that furniture in rooms should be left in the same format as upon arrival. Rooms and any kitchen equipment or appliances are to be left in safe, clean and tidy conditions. Any misuse or costs incurred by CCA in rectifying damage or lack of cleaning/tidying by the hirer may be charged to the hirer.
* Rooms that require additional cleaning due to food consumption (trodden in food) may result in specialist cleaning, the cost of which may be charged to the hirer.
* A flat rate of £5.00 may be added to your bill (per room session) if the rooms and furniture are not reset to the standard fixed layout, a copy of this is displayed in each room.
* **Gambling** in any form is not permitted
* **Performing rights** - Hirers must comply with current regulations on use of copyright music or materials. The hirer must ensure that they obtain any necessary licences for the use of any pre- recorded sound or video materials and will take full responsibility for any claims arising from the use of such materials.
* **Alcohol** - In line with current legislation, the supply or sale of alcohol is not permitted.
* **Smoking** - In line with current legislation, smoking is only permitted in the outside smoking area.
* **Car Parking** – The Orchard car park is strictly for permit holders only. The hirer is granted one parking space (subject to availability) and will be issued with a temporary parking permit. Requests for additional temporary parking permits should be submitted to CCA who will endeavor to accommodate vehicles if spaces are available.
* **Portable Electrical Equipment** - The hirer should ensure that any portable electrical equipment brought onto the premises conforms to British Standards and holds a current PAT certificate.
* **Special Equipment -** The use of special equipment or equipment of an unusual nature such as mechanical fitness and/or beauty treatment products is not permitted **except** by prior written approval.
* **Hirers Own Equipment -** The hirer may not leave any of their own equipment on the premises prior to or after an event.
* All the Hirers equipment must be removed on completion of the activity.
* **Neighbors -** Out of respect to those people who work at Gleneagles Court, other users, and our neighbors we expect all users to conduct themselves in a reasonable and courteous manner whilst on the premises.
* **Children -** under the age of 16 may only be on the premises when under the direct supervision of an adult who may be:
	+ The parent or guardian
	+ An appointed Leader
	+ A person over 18 acting *in loco parentis* for the Parent
	+ Where the premises are to be used by children, the user agrees to comply with the latest Sussex child protection and safeguarding procedures as detailed on WSCC website.
* **Authority -** Those using the premises must abide by the instructions of CCA staff or any person appointed by CCA as being responsible for the premises.
* **Emergency Call out** - Emergency contact numbers are displayed on the reception desk. Call outs for any reason other than the case of fire, flood or break-in will result in a **£100 call-out charge**.