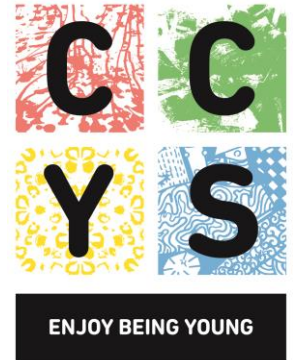


TERMS AND CONDITIONS FOR HIRE

Dormans Youth Arts Centre
Dormans, Gossops Green, Crawley RH11 8HZ



1. Details of venue

Dormans Youth Arts Centre has a main hall with kitchen, shared office space, art and recording studios all accessible from the main entrance.

Chairs and tables are available for the main hall. Toilets for men, women and disabled are provided. There is access to most areas of the building for disabled users.

2. Bookings

The hirer must be present at the venue for the duration of the hire period. The hire period stated on the application form includes the setting up, preparation, cleaning and exiting the venue and grounds. All hire periods must finish by 11.45pm - there must be no loud music or noise after 11.00pm (see section 9).

On submission of a booking form with payment and pending the availability, a hirer's request is provisional and this will be valid for 5 working days. The regular hirer is required to make payment by the first day of each month for all bookings to take place within that month. If balances remain outstanding Crawley Community Youth Service reserves the right to cancel future hires until such time as payment is received.

3. Access to the Centre and Hall, Keys, Security Deposits.

To gain entry to the venue either the Centre Manager will unlock doors to provide access at the start of the hire period, or keys should be collected from the Centre Manager up to 5 days prior to the booking date.

Regular hirers will be issued with keys on receipt of a £20 cash deposit and signature from the hirer.

4. Security deposit

A security deposit payment of £50 is also required against bookings, payable by cash. Hirers will only be given access to the centre or issued with a key only when the security deposit has been paid.

This security deposit will be returned in full providing the hirer or, any person attending the function, have not exceeded the terms and conditions as follows:

- a. Used the venue outside of the stated hire time.
- b. Departed the venue after the stated hire time.
- c. Allowed entertainment/music to continue within 45 minutes of the hire finish time.
- d. Failed to clean the areas of the venue and the surrounding area outside that were used (the facilities must be left in the same condition as found).
- e. Damaged any equipment, furniture or fixtures and fittings
- f. Used equipment which has not passed a valid Portable Appliance Test.
- g. Failed to return the keys to the Centre Manager.

- h. Used the venue for any purpose other than that stated on the booking form.

If any of the items a) to h) apply to your hire, the security deposit will be retained by Crawley Community Youth Service.

5. Entering the building

The hirer is not permitted to enter the venue until the stated hire time. On entering the building the Hirer is responsible for carrying out a quick inspection of the building, any problems or damage should be reported to the Centre Manager. It is important to report any damage or poor condition of the centre, failure to do so could result in the Hirer being charged for damage not caused by their use of the venue.

6. Alcohol

If you are selling alcohol, or hiring a bar that will be selling alcohol, you must produce a copy of the relevant licence. You will not be issued with keys without evidence of a licence. A licence is required by Law, failure to provide a licence or not abiding by the conditions of the licence may result in prosecution of the Hirer. A Licence is not required for alcohol that is not being sold.

7. Smoking

It is illegal to smoke in confined spaces and Crawley Community Youth Service operates a no smoking policy in and directly around the Centre. There must be no smoking at the front entrance to the building.

8. Raffles, Bazaars, Lotteries

No sweepstake, raffle or other form of lottery can be promoted, conducted or held on the premises except such lottery as is deemed to be lawful by virtue of enactment relating to gambling, betting and lotteries, for which approval in writing has been given by Crawley Community Youth Service and the relevant statutory licence or permit has been obtained.

9. Decorations / Notices

These must only be fixed to the designated boards provided on the walls at the centres.

10. Discotheques, Music & Entertainment

The use of smoke machines and bubble machines is not permitted. It is the hirer's responsibility to ensure that these items of equipment are not used; failure to do so will result in the security deposit being retained. All entertainment/music must finish 45 minutes prior to the hire finish time.

For example, for a hire finishing at 11.45pm, entertainment/music must finish at 11.00pm. No LOUD MUSIC OR NOISE is permitted after 11.00pm.

Failure to adhere to these timings will result in the security deposit being withheld.

All windows and doors must be closed whilst entertainment/music is taking place.

11. Electrical Equipment

All equipment including discos must have undergone Portable Electrical Appliance Testing (PAT Testing). It is the hirer's responsibility to ensure all equipment has a valid certificate.

12. Gas cookers, portable or otherwise.

These are not permitted. Only equipment provided by Crawley Community Youth Service is allowed to be used in the kitchen or hall.

13. Copyright Works

The Hirer shall not use or permit to use the premises for the performance in public of any dramatic, musical or other works for the delivery in public of any lecture in which copyright exists, without the consent of the owner of the copyright, or in any other manner infringe any subsisting copyright. The Hirer shall indemnify Crawley Community Youth Service against any sums of money, which Crawley Community Youth Service may have to pay by reasons of any infringement of copyright occurring during the period of hire.

14. Fire exits and car park

These must be kept clear at all times and an adequate gangway left between chairs and tables to allow easy exiting from the hall. The area adjacent to the Centre entrance must be kept clear and not obstructed by vehicles. Hirers must familiarise themselves with the instructions for exiting the building in an emergency and for regular use conduct appropriate fire drills.

15. Cleaning

Cleaning the venue, any equipment, and the surrounding area outside the centre you have used is the responsibility of the Hirer. The necessary cleaning equipment is provided at the centre. Failure to leave the centre and/or equipment used in the same condition as found will result in Crawley Community Youth Service retaining the security deposit or seeking recompense for any costs incurred.

16. Exiting the building

The Hirer is responsible for the security of the venue for the duration of their hire period. On leaving, the hirer must ensure that:

- a. All electrical equipment is switched off
- b. All taps are turned off
- c. Windows and doors are securely shut/locked

If the hirer or any persons connected with the hire depart the centre after the stated hire time then the security deposit will be retained in full.

17. Cancellations / Changes to Bookings.

If due to an emergency or unforeseen circumstances, Crawley Community Youth Service will, if necessary cancel your booking. In the event of your booking being cancelled Crawley Community Youth Service will refund your booking fee in full. Crawley Community Youth Service shall not be liable to pay any compensation to you, the Hirer or any other person due to the cancellation.

Crawley Community Youth Service reserves the right to terminate the hiring or cancel the booking if it finds or suspects that the Hirer is using or are intending to use the centre for any activity other than that stated on their application.

If a cancellation is made less than 1 week prior to the booking date no monies paid in respect of hire fees will be returned to the hirer.

All amendments or cancellations must be submitted in writing.

18. Collection of the security deposit

This can be done up to one working day (Monday to Friday) after the hire but not before 10.00am. The deposit will be returned in full providing none of the aforementioned Conditions of Hire have been breached. The Hirer will need to produce their key where issued and invoice in order to collect their deposit. If the Hirer cannot collect the deposit for any reason, they must submit in writing details of the person nominated to collect the deposit, who will be asked for ID.

19. Lost or damaged property

Crawley Community Youth Service will not under any circumstances, accept responsibility or liability in respect of any loss of or damage to any property, articles or items placed or left upon the premises by or on behalf of the hirer or any other person, or in connection with the hiring. Storage is provided for hire but we do not insure the contents nor accept responsibility or liability in respect of any loss of or damage to any property.

20. Damage, Loss, Injury

The Hirer is responsible for making sure both they and Crawley Community Youth Service are indemnified against any damage, loss or injury that may arise as a result of their activity. Hirers may be required to take out Public Liability Insurance. If it is determined that the Hirer's activity requires Public Liability Insurance, no bookings will be accepted until such time as a valid certificate is produced by the Hirer.

21. Failure to comply

Crawley Community Youth Service reserves the right to terminate any letting or series of lettings immediately in the event of the Hirers failure to observe or perform any of the conditions of regulations herein contained, but without prejudice any right or remedy which Crawley Community Youth Service may have against the Hirer under these conditions and regulations and Crawley Community Youth Service may retain the charges paid by the Hirer.

22. Safeguarding

You are required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm. Appropriate adult supervision should be provided. Hirers operating sessions regularly with children and young people will be expected to operate their own Safeguarding Procedures or to use those provided by Crawley Community Youth Service.

23. Annual Review

Crawley Community Youth Service will review rates with regular hirers annually after the date of the first booking. At this time the hirer will be asked to sign and agree to the latest version of these 'Terms and Conditions'.

24. Schedule of charges

Single Sessions	Standard Charge per hour £	Discount for Community / Charity Groups per hour £
- Centre Hire	30.00	20.00
- Recording Studio	20.00	15.00
Regular sessions (minimum 6 weeks)		
- Centre Hire	25.00	15.00
- Recording Studio	15.00	10.00

Payments are due by the 1st of the month at the start of the period. Security Deposit of £50 (payable in cash when collecting keys, see paragraph 3 and 18)

NOTE: These charges were correct as of January 2015. Please check with the Centre Manager for the latest schedule.