

Strouden Park Community Association

31 Vanguard Road
Bournemouth
Dorset BH8 9NU
Tel: 01202 980161
Email: stroudenparkcc@gmail.com

BOOKING TERMS AND CONDITIONS

THIS IS A NON-SMOKING BUILDING. THIS RULE MUST BE STRICTLY ADHERED TO.

Please comply to avoid the immediate cancellation of the booking or any future bookings.

1. Hiring the rooms

All persons hiring any of the rooms are subject to the following terms and conditions for hiring, a copy of which is attached and supplied to you.

2. Booking

Only persons 18 years and older are eligible to be a hirer at the Centre.

The Hirer is the person responsible who must be present and supervise the use of the property during the whole hire period unless otherwise agreed.

The Hirer shall not sub-hire the premises.

The Hirer shall not use the Centre for any unlawful purpose, bring onto the premises anything which may endanger the premises or those persons using them or bring the name of Strouden Park Community Association (SPCA) in disrepute.

All bookings must be made via email, telephone, or in person via the Community Centre Office.

Casual bookings attract a returnable security deposit of £50.00.

The booking is only confirmed on receipt of the required deposit.

Should the deposit not be received, and another party wishes to book one or more of the rooms on that date, the Strouden Park Community Association (SPCA) reserves the right to give the booking to the other party.

3. Insurance and indemnity

SPCA holds public liability insurance.

The Hirer shall be liable for the following:

- The cost of repair of any damage (including accidental and malicious damage) done to any part of the premises
- The hirer is responsible for any claims, losses, damages, and costs that may arise due to any nuisance caused to a third party resulting from using the premises by its users.
- Indemnifying the Strouden Park Community Centre, its employees, volunteers, agents or invitees against any of the above
- If the hirer is a commercial business (for example, keep fit, martial arts, or another activity that charges an entrance fee or provides advice), the hirer must ensure they have sufficient public and employer liability insurance coverage.

4. Emergency Evacuation Procedure:

A copy of the Centre's Emergency Evacuation Plan will be provided with these terms and conditions.

Emergency safety exits must be kept clear at all times and are only for use in an emergency. The main hallway must be kept clear at all times.

No chairs, tables, children's pushchairs or clothes rails are permitted to be left in the hallway.

5. Responsibility

Please remember that this is a residential area and give due consideration when using and leaving the Centre after an evening function.

Please leave the rooms clean and tidy after each session and remove all the rubbish. You are expected to clean up any spillages (liquid or otherwise).

Broom, mop and bucket are available and generally stored in the kitchen storeroom.

6. Times

No parties shall extend past 10:30 pm.

If an extension of these times is required, the hirer should advise at the time of booking, as it will be necessary to seek permission from SPCA for the extension to take place.

7. License

The Community Centre is not licensed for the sale of alcohol.

8. Kitchen

If the kitchen is used, PLEASE leave it clean and tidy; if not, a minimum £20.00 charge will be made.

No equipment is to be fixed to the cupboards or work surfaces in the kitchen.

The Community Centre provides cutlery and crockery.

No equipment, cutlery or crockery will be removed from the premises for any reason.

Children under the age of 14 years are not permitted in the kitchen. This is because of the terms of our Public Liability Insurance.

If you allow children under 14 years into the kitchen, it is at your own risk.

9. Food and Hygiene

To comply with the Food and Hygiene Safety Act, and by accepting the following condition, the Hirer hereby indemnifies the SPCA against any claims, losses, or injury caused by the consumption of food prepared either in the kitchen or by any food (prepared or otherwise) brought into the Strouden Park Community Centre by the Hirer or a Third Party authorised by the Hirer.

10. Tables and Chairs

Small tables, large tables and chairs are available and are included in the room hire charge.

Please return tables and chairs to their appropriate places, as stated on the notice on the inside of the room door.

11. Ball Games

No footballs or hardball games are allowed in the Centre.

12. Bicycles

No bicycles are allowed in the Centre.

There is a place outside for you to secure your bicycle.

13. Posters and Notices

No posters or notices will be fixed to any walls within the hallway or rooms without permission from the SPCA Trustees or Community Centre Manager.

Notice boards are provided for this purpose.

Similarly, no posters, etc. to be fixed to the exterior of the building other than on available noticeboards with permission from the SPCA committee.

14. Accidental Damage

You are expected to report any damage found to the Centre Manager or volunteer. If you or your group causes accidental damage, you are asked to report it as soon as possible; otherwise, the damage will be charged to the last known user of the room.

15. Health and Safety (Accidents and dangerous occurrences)

Any failure of equipment belonging to the Community Centre or brought in by the Hirer must be reported to the Community Centre Manager as soon as possible. The Hirer must report all accidents involving injury to the public to the Community Centre Manager as quickly as possible and complete the relevant information on the Centre's Accident reporting form. The Community Centre Manager will assist in completing this form and is responsible for completing the Centre's Accident book entry.

16. Safeguarding children, young people, and adults at risk.

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide Strouden Park Community Association (SPCA) with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm and to respond appropriately when harm does occur. Relevant concerns must be reported to the Safeguarding Lead and Community Centre Manager.

17. Betting, gaming and lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and the persons or Committees responsible for functions held in the Centre premises shall ensure that the requirements of the relevant legislation are strictly observed.

18. Complaints

Any problems or complaints arising out of the use of the Centre or these terms and conditions must be made in writing to the Chair of Trustees within three days after the Period of the Hiring and addressed to The Chair of Trustees, Strouden Park Community Centre, 31 Vanguard Rd, Bournemouth BH8 9NU.

19. Lost Property

Any lost or unclaimed property will be disposed of after a period of three months from the date of the booking.

20. Car Parking

There is one disabled space and one regular space to the left of the front entrance of the building. There are two spaces at the rear of the building, marked "CC"; access is via Vanguard Road.

When parking on nearby roads, please do so with consideration and leave driveways clear for access to emergency vehicles.

Please refrain from parking vehicles on grass verges, paved walkways, or near the corner of a junction.

Note: These conditions are subject to revision at any time.