



Canolfan Eirianfa Centre

CONDITIONS OF HIRE

The person making the booking and completing the booking form must be authorised to do so and accepts responsibility for the conditions below on which the booking is made:

1. Users of the Canolfan Eirianfa Centre must comply with the Equality Act 2010. They must ensure that the Community Centre is open to all members of the community regardless of sex, sexual orientation, nationality, age, disability, race, or of political, religious or other opinions. Canolfan Eirianfa Centre has absolute discretion with regard to the hiring of its facilities and reserves the right to refuse an application for room hire.
1. The hirer or authorised person for the hiring organisation will ensure that their group arrives and is ready to leave at the times booked and that the room(s) is/are left as found. This includes returning furniture to how it was found, sweeping floors where necessary, cleaning table tops where necessary and ensuring that all crockery used in the kitchen is washed **in the dishwasher**, dried and returned to cupboards. Organisations failing to comply with this condition will be charged an additional £10.00 per session and an extra charge will also be incurred if hired rooms are left in an untidy condition.
2. The hirer, or authorised person for the hiring organisation, accepts full responsibility for the security and wellbeing of their group whilst on the premises. S/He shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activity. S/he shall not be engaged in any duties which prevent them from exercising general supervision. Other than that prescribed by law, no responsibility can be taken by Canolfan Eirianfa Centre for the health and safety of any group or meeting participants. In the event of external factors impacting on the safety of user groups (e.g. COVID social distancing and hand washing), the hirer/authorised person is responsible.
3. Canolfan Eirianfa Centre has a full Health and Safety Policy, as well as a Fire Risk Assessment. The Health and Safety Policy is available to read on our Health and Safety noticeboard outside the office door. As the Centre is only staffed part-time, the hirer/authorised person accepts full responsibility for duty of care to their group. This includes ensuring that group members are aware of the fire procedures. The hirer/authorised person must read and sign the attached Fire Procedure Instructions to confirm that they are fully aware of their responsibilities. The Fire Risk Assessment is available on request.
4. In conjunction with the principles underpinning the Social Services and Wellbeing (Wales) Act 2014, your group is responsible for having the appropriate procedures in place to safeguard vulnerable adults and children from abuse, neglect and harm, where necessary. By signing this form, you are confirming that all necessary DBS checks and risk assessments have been completed where necessary.

5. The Eirianfa has a fully stocked First Aid Kit located in the kitchen. This is also where our Accident logbook is kept. Should anyone in your group have an accident, please fill out the Canolfan Eirianfa Centre's Accident logbook and make the Canolfan Eirianfa Centre's Management aware of any incident. If the office is not staffed at the time of the accident or incident, please inform us as soon as possible by leaving a voicemail or email with details.
6. In line with our insurance policy, any 'commercial' group (i.e. a group meeting with the expectation of making a profit, no matter how small), must have their own public liability insurance.
7. That the numbers of people in each room do not exceed the maximum limits as stated below:

Main Hall	150
Dining Room	70
Meeting Room 1	25
Meeting Room 2	15

9. Each room has a charge for hire and the authorised person agrees to arrange payment to the Eirianfa Association for the agreed fee. **In the event of cancellation with less than 7 working days notice, the full amount will be charged for the booking.** The only exception to this would be what the Eirianfa Association deem as 'exceptional circumstances' such as unforeseen weather conditions or illness.
10. Canolfan Eirianfa Centre reserves the right to cancel bookings by written notice to the Hirer in the event of:
 - the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
 - Canolfan Eirianfa Centre reasonably considering that:- such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or unlawful or unsuitable activities will take place at the premises as a result of this hiring;
 - the premises becoming unfit for the use intended by the Hirer;
 - a civil contingency requiring use of the premises as a rest Centre for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but Canolfan Eirianfa Centre shall not be liable to the Hirer for any resulting direct, consequential or indirect loss or damages.

11. If your event involves catering of any kind, we would ask that **FOOD IS ONLY CONSUMED IN THE HALL AND DINING ROOM** and also that you please take your food rubbish away with you.
12. The Eirianfa Association does not accept any responsibility for the theft or loss or damage of any property or equipment provided by users or for any personal items stolen, lost or damaged on the premises. At no time must the premises be left unattended and unlocked.
13. Canolfan Eirianfa Centre reserves the right to charge the hirer for the costs of making good any damage to its premises or equipment, or the excesses of any insurance claim the charity may have to make because of the hire. This includes damage to walls from blu-tack, sellotape, etc. Please use provided flip charts or notice boards to display items.

14. Alcohol cannot be sold on the premises.
15. (i) There is no parking allowed at the front of the building for any vehicle, but you can drop off and collect people attending events at the Centre. Disabled Parking Permits are subject to the conditions imposed by the issuer. For Denbighshire County Council please see <https://www.denbighshire.gov.uk/en/parking-roads-and-travel/parking-and-permits/apply-for-a-blue-badge.aspx>

(ii) The area immediately behind the building is for access only and **only** those displaying a valid Disabled Parking Permit may park there for the duration of the session they are attending, as long as they do not cause an obstruction to any fire exits or to the DCC car park to the left of the access area.

Please sign and return this document to the Eirianfa Office or scan a signed copy to office@eirianfa.org

I acknowledge receipt of the Eirianfa Community Centre Conditions of Hire. I confirm that I have read them and agree to all conditions:

Organisation/Group:

Emergency contact number:

Signed:

Date: