

Standard Conditions of Hire of the Park South Community Centre (PSCC)

General: *The management of the Park South Community Centre is vested in the Trustees of the Park South Community Centre. Under the provisions of the constitution of the PSCC, the Trustees are empowered to make rules or to withdraw or amend them.*

Use of the Community Centre is subject to the following conditions which are incorporated in the hiring agreement.

1. Equal Opportunities	Users of the Community Centre must comply with the Equality Act 2010. Hirers for public events must ensure that the Centre is open to all members of the community regardless of sex, sexuality, age, race, colour, nationality, disability, religious or political opinions.
2. Equipment	The Hirer is responsible for setting out and putting away all furniture/equipment used. And for returning the room to its original state. If kitchen is used, washing and drying all crockery & cutlery (please bring your own tea towels), for cleaning table tops and sweeping and moping the rooms used.
3. Cleaning & Security	All use of Centre premises and facilities are subject to users accepting responsibility for leaving the Centre in a clean and tidy condition. Refuse must be collected in black bags (please bring your own) and can be placed in the waste bin provided outside the kitchen. All lights should be switched off and doors and windows should be closed. You may then leave. Please do not feel the need to wait for a volunteer to lock up if you are finished before they arrive.
4. Indemnity Deposit	All hirers are required to pay an Indemnity Deposit which will be returned within 14 days of the event providing no damage has occurred or extra cleaning required.
5. Charges Deposit	The Charges Deposit is non-refundable unless a cancellation notice is received at least seven days prior to the event.
6. Block Bookings	Block Bookings have a guarantee of a minimum of three months' notice except when the building is required for special events when a shorter notice time would operate (e.g. General/Council Election, Community events)
6. Insurance	The Hirer is responsible for arranging insurance cover appropriate to their activities whilst using any part of the BPC and its facilities. For its part BPC is insured against any claims arising out of its negligence.
7. DBS (CRB)	The Hirer shall provide their 16 digit ISA registration if they are running an activity specified under the Disclosure and Barring Service. Registration is now portable across different agencies and organisations.
8. Music	The Community Centre has its own Performing Rights Society (PRS) and Phonographic Performance Ltd (PPL) licences which

	covers all users of the building.
9. Discos/Music	All discos must be held in the hall. All sockets are connected to a sound control system which will switch off when maximum noise level is reached. All music must cease at 10.00pm. PSCC currently do not have a "Public Video Screening License (PVSL) and therefore hirers cannot show video films, motion pictures, cartoons etc.
10. Parties	A minimum of one adult to eight children must be present at all times. Any fixings for decorations must be removed without damage to walls, boards etc. Candles on Birthday Cakes are acceptable; however any other flames are not.
11. Alcohol	No alcohol can be brought into the building. It is strictly prohibited. If it is found that alcohol was brought into the building a fee will be deducted from your deposit.
12. Fire	It is the responsibility of the Hirers to inform their "guests" of the fire exits and fire regulation notices at all meetings/events.
13. Car Park	The Car park adjoining the building is for users only and care should be taken in parking with minimum of disturbance to the residents close by and not to cause an obstruction at the entrance or exit.
14. Nuisance	Hirers are responsible for ensuring that the noise levels of their events is not such as to interfere with other activities within the building or to cause inconvenience for the residents nearby.