



Melbourn Hub – Room Hire

Terms and Conditions

Thank you for requesting to hire a room at Melbourn Hub. We would ask that you read the following terms and conditions and if happy to accept them, please sign and date at the bottom of both copies and you will be given a copy to retain. Alternatively, please return by email and this will be also considered acceptance of these terms.

The following terms and conditions form the agreement between you and Melbourn Hub.

We are: Melbourn Hub, 30, High St, Melbourn, SG8 6DZ

You/The Hirer are: The hirer and user of room space in the Melbourn Hub.

Definitions:

“**Us/Our/We**” means the Melbourn Hub

“**You/Yours**” etc. means you, **The Hirer** and user of our building and Hub services and any guests or attendees at your Event.

“**Event**” means a gathering, party or meeting of individuals for business, educational or leisure purposes etc.

“**Service**” means the use of the Hub building, facilities and staff.

1. General

1.1 The hirer shall during the period of hire and during such other times as they are on the premises for the purpose of the hiring comply with all requirements stipulated by The Melbourn Community Management Group.

1.2 The hirer is required to behave in a professional manner at all times and adhere to the conditions within this document. The hirer is required to have due regard for the organisation, employee's and other users of the facility.

1.3 The hirer shall not use the premises, or permit the premises to be used for any other purpose other than for the purpose specified at the time of booking.

1.4 The hirer shall during the period of hire be responsible for:

- The efficient supervision of the booked event or hired space, including the orderly and safe admission and departure of person to and from the premises and assisting Hub booking representative in the orderly and safe clearance of the premises in case of emergency.
- Keeping the hired space safe by ensuring good order and decency is maintained.

2. Care of the building and its contents

2.1 The hirer shall not use the hired space for any other purpose other than for the purpose specified at the time of booking

2.2 We will set up the space you have booked as requested and agreed by us.

2.3 You will not cause damage to the building or its contents. Depending on the reasons for hire, you may be asked to pay a deposit to the amount agreed by the centre manager, which will be refundable subject to no damage having been caused to the venue.

3. Managing Health and Safety, including Fire Safety

3.1 You will be made aware of the all health and safety rules and requirements relevant to your hire on your arrival. A checklist is required on each new booking except where repeat and similar bookings are made, where the checklist will be completed on the first occasion and then at least once a year thereafter. Repeat bookers must inform the Hub if anything agreed in the checklist changes.

You will discuss with the Hub booking representative the need, if necessary, for any special safety precautions for disabled people/people who have a long-term health condition or impairment where this could affect their safe evacuation in the event of an emergency. This is your responsibility for every booking, including repeat bookings. If any doubt exists on the safe evacuation of an attendee you will request and complete a PEEP (Personal Emergency Evacuation Plan) form from the Hub booking representative and agree in advance any special arrangements needed.

By signing this Hire document you consent to the acceptance of such rules; and that you are responsible for making the Hub booking representative aware of any special needs for those attending and also communicating these factors to all others that occupy the hired space with you.

3.2 The information provided will include, not necessarily exclusively, information on the following areas:

- Fire alarms
- Emergency evacuation
- Reporting of accidents

4. Kitchen and Catering

4.1 You will not enter the kitchen for any purpose at the Hub. The kitchen is restricted to Hub staff only.

4.2 We will provide food and drinks if requested as part of your booking and as agreed by us.

4.3 We will not store any food or drinks in our kitchen that have not been prepared by us.

4.4 You will not be allowed to bring your own food and drink onto the premises unless it is for special dietary requirements, or specifically agreed by us in advance.

4.5 We will provide plates, cutlery and glassware as appropriate and clear catering waste and wash up, if we are providing the catering for the Event.

5. Decorations and displays

5.1 You will not use pins, nails, *Sellotape* or other fixings on the walls to attach any decorations you may bring. *Blu-tac* may be used.

5.2 We will need to approve any decorations to be used in advance, together with the fixing arrangements.

5.3 You will remove the decorations at the end of the Event.

5.4 You will not temporarily remove any existing Hub decorative features or equipment unless first agreed with us.

6. Hirer's own equipment and entertainment

6.1 You will seek permission to erect any structure or to set up your own equipment in or around the venue and we cannot accept any responsibility for loss or damage to those items that are so permitted. We reserve the right to decline any that we consider unsuitable.

6.2 You will set up and dismantle and remove any structures or equipment for which you have had permission at the beginning of the Event and immediately after - within the booked time slot - as the venue is a multi-purpose public building and must be promptly restored for further use.

6.3 You will ensure that any media being shown or used complies with the requirements of the venue and the premises licences and our safeguarding policy.

7. Hub staff

7.1 We will provide a representative of the Hub as your point of contact for the duration of the Event to enable access to the building and for security purposes. They will normally be located at reception.

7.2 We will provide staff to serve and clear up the catering element, if you have booked a Hub catering package. We will not provide staff to service your Event other than for food and drink, unless requested and included within a quoted price.

8. No smoking rules

8.1 You will not smoke on Hub premises, either inside and outside the building, except for the designated smoking area.

8.2 You will not leave smoking debris on or around the premises and cigarettes should be deposited in the receptacle provided, and not be stamped out on the ground.

9. Car parking

9.1 You will not park in Brooksbank, the residential road that runs behind the Hub, as so doing obstructs access and can impact the safety and quality of life for our neighbours. An exception is blue badge holders, who may park in the two allocated disabled bays at the rear of the Hub. All other drivers, including further blue badge holders, must park in the free car park across the road.

10. Insurance

10.1 We are not responsible for any loss or damage to personal items, materials and equipment brought in to the Hub that are damaged by you or other users of the building.

10.2 The Melbourn Community Hub shall not be liable for any loss due to failure of supply of electricity, leakage of water, fire or any other circumstances beyond its reasonable control, which may cause the premises or any part thereof to be temporarily closed or the hiring to be interrupted or cancelled, nor for any failure of the hirer to gain access to the premises unless due to negligence of The Melbourn Community Hub or their employees and volunteers.

11. Animals

11.1 You will not bring animals into the building except for Assistance Dogs.

12. Payment:

12.1 By signing/accepting this agreement you are agreeing to pay us accordance with our payment terms. We reserve the right to ask for a non-refundable deposit, which will be held and reconciled against your booking. Payment terms are 14 days from invoice date.

12.2 The non-payment of an invoice may result in subsequent or further existing bookings in our system by The Hirer being declined, even if you have accepted the terms. 'Payment' means when cleared funds appear in our bank account.

12.3 We reserve the right to charge interest on overdue amounts at the rate of 2.22% per month (equivalent to un-authorized overdraft rate from the bank). Subsequent payments will be applied to interest and finance charges first, and then applied to fees/costs outstanding.

12.4 We reserve the right to restrict bookings to a minimum of half day hire (payment for a minimum of four hours) and to refuse bookings that affect the practical availability of rooms (for example lunch-only bookings).

13. Cancellation

Bookings cancelled at short notice (within 24 hours) prior to the event booking date may be charged at the discretion of the Centre Manager.

14. Complaints:

Any complaints arising out of the hiring must be made in writing to the Melbourn Community Hub Management Group within 7 days following the expiration of the Hire Period.

15. Disclaimer

14.1 We reserve the right to change room hire terms and conditions, as necessary to support our business objectives, by giving a minimum of 28 days notice.

14.2 We reserve the right to change Room and Equipment Hire Hourly Rates, again after giving a minimum of 28 days notice.

14.2 Using the service constitutes acceptance of these rules.

14.3 Multiple Users of the Melbourn Community Hub, that is clients making repetitive bookings for the same or similar purpose, will sign these Terms and Conditions only once (unless Terms and Conditions change). Such users (not the Hub Management) will remain responsible at every booking for making their own clients and visitors aware of these Terms and Conditions, together with all relevant Health and Safety measures that may apply.

All rights reserved.

16. Privacy

By signing this document you are agreeing with us to hold your data in relation to this booking and to be contacted by The Hub about room hire in the future about matters that affect your interests. Your privacy is important to us, and we take our responsibility towards personal data very seriously at The Hub. We strive to be open and honest about how we use your personal data should we need to collect and/or store it or contact you. We will only ever use the details you share with us for the purposes for which they are intended and never share with third parties without prior consent. Please read our Privacy Policy for further information. <http://melbournhub.co.uk/privacy-notice/>

I have read and accept the terms and conditions

Name of Hirer.....

Signature of Hirer..... **Date**

Alternative email acceptance (to be attached)