

The Space Centre Letting Regulations

- 1 (a) All applications for the use of The SPACE Centre ("the Centre") must be in writing on the printed form provided and forwarded on completion to the Centre. The person by whom this application form is signed must be over the age of 18 years and shall be considered responsible for any breach of the conditions. Where a promoting organisation is the hirer that organisation shall also be considered responsible and shall be jointly and severally liable hereon with the person who signs the application.
(b) Any application may be declined without giving a reason therefor.
- 2 **All agreed charges must be paid prior to the hiring** and no use of the Centre will be allowed until payment has been made. Special arrangements may be available for payment in respect of a series of bookings.
- 3 **CANCELLATIONS by the hirer -The hire fee is not redeemable unless 14 days or more notice is given**
Cancellations by the centre - The centre reserves the right to cancel any hiring without notice where the Centre considers it necessary for a cause outside its control and in such event the hiring fee shall be returned forthwith but the Centre shall not be held liable or required to pay compensation for any loss sustained as a result of or in any way arising out of the cancellation of the hiring.
- 4 **The Hirer must provide the necessary carers who will remain responsible for their group at all times, both in the centre and also in the gardens/grounds. In family/open sessions children & clients remain the responsibility of their parents or carers at all times.**
- 5 Not all equipment is suitable for everyone. Although officers and representatives of the Centre may give advice on the use of apparatus, equipment or procedures in the Centre, no warranty is given that any apparatus, equipment or procedure is suitable for any particular person or group of people. **The hirer remains responsible for the choice of apparatus, equipment or procedure for use by people in their care.**
- 6 **The hirer is liable for any damages caused by their group to apparatus, equipment or the building/ gardens whilst using the premises.**
- 7 The staff of the Centre reserve the right to put a stop to any activity not properly conducted.
- 8 All persons using the Space room shall remove all footwear and shall not take any metallic object (other than spectacles) into these rooms, other than by prior arrangement with the Manager.
- 9 The hirer will be shown emergency exits prior to commencement of the hiring.
- 10 No food, drink or other consumables shall be brought into the space room & no smoking is permitted
- 11 No equipment, lights or tapes shall be brought into the Centre without prior permission in writing.
- 12 No exits to be blocked, chairs or obstructions placed in corridors or fire appliances removed /tampered with
- 13 No increase in the numbers of persons using the Centre above the number agreed on the Application form is allowed unless agreed in writing by the Manager or person in charge of the Centre
- 14 No equipment shall be taken off the premises.
- 15 The hirer shall at the expiration of the period of the hiring leave the centre in a clean and orderly state.
- 16 The hirer shall ensure that good order and discipline is kept in the Centre during the hiring, shall indemnify the Centre against all actions, proceedings, claims and demands whatsoever which may arise as the result of the hiring and shall ensure that appropriate insurance cover is in force in respect of all its obligations to the centre under these regulations and also (in the case of an organisation) in respect of its liability to those within its charge.
- 17 The Owners of the Centre shall not be responsible for:-
 - a) Any loss of or damage to any property of the hirer arising out of the hiring of the Centre.
 - b) Any loss, damage or injury which may be incurred by or be done or happen to any person or persons resorting to the Centre during the hiring of the Centre arising from any cause whatsoever other than the negligence of the owners of the Centre.
 - c) Any loss whatsoever of the hirer arising as a result of any event or circumstances beyond the control of the owners of the Centre.
- 18 The hire of the Centre does not entitle the hirer to use or enter the premises at any time other than the specific hours for which the Centre is hired unless prior arrangements have been made with the Manager or other person in charge of the Centre.
- 19 The hirer shall not make any personal profit from the hiring, nor sub-let the Centre or any part thereof and members of the public shall not be permitted to enter by the hirer.
- 20 The right of entry to the Centre is reserved at all times to the Manager and all officials at the Centre and any agent of the Centre and any police or fire officer at any time during the hiring.
- 21 These regulations govern the whole of the Centre or such parts thereof as shall be the subject of the hiring but together with (in such case) such parts of the Centre that are available for use in common with others.
- 22 Officers or representatives of the Centre are not authorised to vary these conditions except by prior agreement in writing.

NOTE:

By ticking the terms and conditions on the on-line booking form, you have agreed to the above policy