

Standard Conditions of Hire of the Hindu Samaj Swindon Community Centre (HSSCC)

General:

Use of the Community Centre is subject to the following conditions which are part of 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	<p>The Hirer is responsible for setting out and putting away all furniture/equipment used. And for returning the room to its original state. If the 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.</p> <p>Any of your own</p> <p>The electrical equipment you bring in for use must be in good condition and not altered in anyway.</p>
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.
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	No Block bookings are permitted
6. Insurance	The Hirer is responsible for arranging insurance cover appropriate to their activities whilst using any part of the HSSCC and its facilities. For its part HS 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 does not have its own Performing Rights Society (PRS) and Phonographic Performance Ltd (PPL) licences.
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 Centre does not have their own Car park. The nearest car park is Wyvern Theatre Car Park
14. Nuisance	Hirers are responsible for ensuring that the noise levels of their events is not such as interfering with other activities within the building or to cause inconvenience for the businesses nearby.