

Terms Conditions and regulations for hire of the New Trust Centre (Centre):

1. The Centre will be opened and locked by a member of the staff, unless agree otherwise.
2. The Centre is let on the understanding that any member of staff has the right of entry at any time to the area hired.
3. The times booked should be adhered to at all times or further charges will be applied.
4. Should the member of staff that opens the Centre, before the function or hire commences, be of the opinion that it is likely to prove of an objectionable and undesirable character, they have the full power to cancel the booking, return the hire fees and not to be liable to pay any compensation.
5. A deposit of **£50** is payable for all bookings and the balance must be paid prior to the day of the function.
6. A **security bond** of £100 is be payable at the time of booking and this will only be refundable on satisfied inspection of the area used after the event.
7. **Damage** – The hirer will be responsible for the cost of repairing any damage caused, replacing furniture or fittings lost or damaged, or for deep clean of the building in the event that unnecessary mess is caused. In event of this the security bond will be held back to cover these costs.
8. **PAT Certificate** - No Electrical Equipment may be brought onto the premises without a Certificate of PAT Testing. This must be shown to the booking office.
9. **Conduct** – The hirer will be responsible for the proper conduct of persons using the Centre.
10. **Loss of property** – The NTCGHT does not accept responsibility or liability for any damage or loss of property of things that are placed and left upon the premises whilst the Centre is being hired.
11. **Fire Risks** – The hirer should make themselves familiar with the fire procedures for the Centre and inform Office at the time of booking of any factor which involves extra fire risks.
12. **Indemnity** – The hirer shall indemnify the NTCGHT against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which shall occur whilst the person is in or upon Centre property or arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by any person.
13. **Gambling of any kind, Smoking or the Consumption of Alcohol is strictly prohibited.**
14. **Groups** – All groups working with young people should have their **own insurance** and staff checks e.g. **DBS** checks. The NTCGHT takes no responsibility for this and recommends if unsure you seek appropriate advice.
15. **Kitchen** – Where the Kitchen is used, a current Food and Hygiene Certificate for all users must be produced before the booking date.
16. The hired room foyer and toilets are the only areas to be used by the hirer and all other areas are classed as out of bounds unless a request is made.
17. The hirer accepts these terms and conditions on the basis that he/she as named will be held fully responsibility during the hire period.

Full Name Print: Signature: