

## **Booking Conditions for All Hirers**

These conditions apply to all users of the Arts Centre.

### **Safety**

1. The hirer should be familiar with the emergency exits (they have signs and lights) and with the Evacuation Procedure and Floor Plan notices, located in each room and in the foyers. All exits should be kept free from obstruction. The assembly point is the car park and, in the event of an evacuation, the hirer should attempt to ensure all occupants of the Arts Centre have left the building.
2. The building has a number of fire extinguishers located around the building, as shown on the Floor Plan. The hirer should ensure familiarity with the location of these. If there are signs of a fire then, at the hirer's discretion, the extinguishers may be employed if it is safe to do so and giving priority to their own means of escape. Instructions for the use of these are located with the extinguishers.
3. In case of any evacuation, accident or damage please let the Arts Centre management know.
4. A first aid kit is located in the disabled toilet and may be used as needed.
5. No smoking, vaping or use of naked flames (including as part of any demonstration or performance) are allowed in the Arts Centre. No ball games or similar are allowed unless the Arts Centre has given permission.
6. The Centre has a child and vulnerable person policy and if the activity is open to such persons then the hirer needs to comply. In particular, if the activity is for children then the hirer must have current DBS certification.

### **Room/Building Management**

1. Hirers are responsible for laying out the rooms they use with tables, chairs etc and these should be returned to place afterwards. If any of the glasses/mugs/cutlery behind the bar are used, they should be washed and returned to place. Do not use the glasses washer, it is for bar use only. It is not a dishwasher.
2. The stage in the main hall is by default left in place.
3. The Centre must be left in a reasonably clean and tidy condition. Charges for exceptional cleaning or damage repair may be imposed at the Centre's discretion or future bookings will be denied.
4. Radiator valves should not be altered. If it is necessary to open windows, they should be closed at the end of the hire.
5. At the end of the hire all doors should be closed, all lights turned off, and the building should be locked, unless the next user has arrived.
6. Any brought-in electrical equipment must be PAT tested.

### **Food and Drink**

1. No food facilities are present in the Arts Centre and no food is allowed unless explicitly permitted by the Arts Centre.
2. No alcohol is permitted in the Arts Centre unless from the supervised bar or otherwise explicitly permitted.

### **Insurance**

If the activity that participants are exposed to has any risk of injury, such as exercise or dance, or proximity to any electrical equipment, then the hirer must have third party insurance.