



# The Courtenay Centre

## Terms of hire

Registered Charity No. 300908

**The Courtenay Centre, Kingsteignton Road, Newton Abbot, Devon, TQ12 2QA Tel: 01626-365877**

1. Payment will be required upon invoicing. Failure to make payment will result in the key safe code being with-held until payment has been received. Cancellation of a booking with less than 48 hours notice will be charged for.
2. The Manager may be obliged to change the room allocated in the interests of all the users of the Centre on very rare occasions.
3. By booking accommodation, the individuals responsible undertake to meet the cost of any damage caused by them, or by their relevant organisation, to the structure, the equipment or contents of the Centre.
4. No screws, nails or pins should be inserted into the walls or woodwork and any posters placed on the walls with Blutac must be carefully removed without damaging the paintwork. Sellotape not to be used. Equipment and surroundings should be treated with care and respect. The building and room will be left as they have found it, in a clean and tidy condition and return the key to the key safe immediately after the end of the booking.
5. Please be mindful of the immediate neighbours and leave the building quietly. Parties must finish by 11pm. Effective supervision must be provided for all persons under the age of 18.
6. No person may attempt to alter the settings of the central heating installation or interfere with electrical or other fittings.
7. Where furniture is required, every endeavour will be made to leave it available in the relevant room, but this cannot be guaranteed as staff are not always available at the appropriate time.
8. All persons using the Centre do so at their own risk and the Newton Abbot Centre Association, its Officers and employees accept no liability whatsoever for any personal injury, however caused, whilst in the Centre or its surrounding land or approaches.
9. Newton Abbot Centre Association shall not be responsible for any equipment, money, valuables and other belongings brought into the Centre by any person. All such items are used in the building entirely at the risk of the owner.
10. Please note that if you intend to hire a bouncy castle or similar inflatable for use in the hall, the maximum permitted height is 10 foot. You, not The Courtenay Centre, must ensure that the equipment is supplied, installed and secured by a reputable company that has all the regulatory health & safety checks of the equipment in place, including those related to Covid-19, and has its own public liability insurance.
11. All portable equipment brought on to the site must carry an in date Portable Appliance Testing (P.A.T.) label or be less than one year old.
12. All bin liners and rubbish must be taken away we cannot dispose of any waste. The Centre reserves the right to charge for disposal if rubbish is left behind.
13. Please report any breakages or damages to the office.
14. In case of an emergency during your booking please contact the out of hours contact using the details on main door.
15. When locking up please ensure lights are switched off (including the toilets), and all windows and doors are closed and blinds are placed back in the closed position. Please also do a full sweep of the building and ensure that it is fully vacated.
16. The Licensing Act 2003 requires hirers to obtain a Temporary Event Notice (TEN) for the sale of alcohol for consumption within the Centre and the provision of regulated entertainment for which an entrance fee is chargeable. It is the responsibility of the hirer to ascertain from Teignbridge District Council whether a TEN is required.
17. Any group working with children and young people needs to have an appropriate child protection policy statement and supporting guidelines in place and disclaimer signed by parent/guardian. The Centre reserves the right to ask to see a copy of the hirer's Child Protection Policy.
18. Any hirers running a regular group should ensure that they have adequate insurance in place

19. Please record any accidents in the Accident/Injury Record Book hanging on the main notice board in the corridor. Please inform the Manager of any incidents occurring at the earliest opportunity.

**Individuals signing the booking form (a) do so on their own behalf (b) confirm they are authorised to sign on behalf of the organisation (if any) shown as the hirer overleaf and (c) acknowledge they are personally responsible for the payment of the hire charge in the event of this not being paid by the organisation.**

**Individuals signing the form accept nomination as the appointed person (or undertake to notify the Manager in good time of an alternative nominee) for the following purposes:-**

- (a) to be present during the period of hire to ensure the conditions of hire are satisfied and to be clearly identifiable to a member of the Group**
- (b) to appoint an additional person to assist as a steward if more than 50 persons attend the function**
- (c) to ensure that all exit doors are unlocked**
- (d) to ensure all internal routes to the exit doors are unobstructed and a safe assembly point has been established outside the building in case of fire**
- (e) to ensure appropriate general lighting is switched on and all exit signs are illuminated**
- (f) to ensure there is no smoking inside the building and the group activities do not endanger those present**
- (g) to ensure the volume of amplified sound is reasonable in the circumstances and the use of the premises does not cause disturbance to nearby residents and passers-by**
- (h) to be aware of the position of fire alarms, fire extinguishers, evacuation procedure, first-aid box and the public telephone for emergency 999 calls**
- (i) to notify the Manager as soon as possible of any accident, that to their knowledge, has occurred to any person using the Centre**
- (j) to ensure that adequate first-aid provision is given for groups where the activities undertaken give rise to significant risks.**
- (k) to ensure the building is completely secured and locked at the end of the hire period.**

## **HEALTH & SAFETY**

1. Hirers and those responsible for groups must ensure that they are fully familiar with emergency arrangements, notably in relation to fire and evacuation, should the need arise, as staff are not always on site. They should also be aware that a copy of the Courtenay Centre Health and Safety Policy and Risk Assessments is readily available from the Manager for discussion.
2. No dangerous or inflammable substances may be brought into the Centre.
3. No electrical equipment may be connected to any power point without the express permission of the Manager.
4. Where there is requirement for setting up or disassembling staging, persons within organisations are required to have received specific instructions on safe methods in liaison with the Manager prior to undertaking this activity. Those undertaking manual handling should be familiar with the relevant section detailed in the Courtenay Centre Health & Safety Policy.
5. Persons using the facilities who work at height are expected to ensure safe practices are followed, notably ensuring that the relevant Policy for working at height in the Courtenay Centre Health and Safety Policy is followed.
6. Smoking is not permitted inside or the immediate outside areas of the building.
7. Those hiring facilities are required to ensure appropriate first-aid provision. Operational times mean that Centre staff trained in first-aid will not always be available when users hire facilities and the responsibility lies with the hirer.