

Mechanics Institute Trust- Central Community Centre

Terms and Conditions of Hire

Bookings and cancellations

Bookings are made through the [central community centre webpage](#), where you can submit an online booking enquiry form. Please take a look at the booking calendar on the same page to see if there is availability before submitting your enquiry. We aim to respond to your enquiry as soon as we are able.

The charges are set out in our [price list document](#).

Please notify us as soon as possible if a booking is to be cancelled. There will be no charge for bookings cancelled with more than 30 days' notice. For notice of cancellation between 30 days and 2 days, a 50% charge will be made. For cancellations with less than 48 hours notice, the full charge will be made.

The Mechanic's Institute Trust reserves the right to refuse to accept a booking without giving a reason. If for reasons outside its control The Mechanic's Institute Trust needs to cancel a booking - for example if the hall is required for use as a polling station or because of any national or local emergency – you will not be charged, but The Mechanic's Institute Trust cannot accept any liability beyond that.

Private hire

Private hire by individuals is subject to a £50 cash damage and mess deposit. This should be given to the Facilities Manager at time of hire and shall be returned if the room(s) are left in a suitable state for our next client and if the premises are left on time. If damage is caused above the amount of deposit held, you agree to compensate The Mechanics Institution Trust without undue delay for the fair and reasonable costs of repair to the building. Please do not use party confetti.

Opening times

The centre is available to hire between 8am and 10.30pm. Functions should finish by 10pm and the rooms including the kitchen, must be left clean and tidy and vacated by 10.30pm at the very latest. The period for which the hall is hired is the maximum period of time for which you may use the hall. It therefore *includes* any time needed to set up the hall before the function and time to complete cleaning and tidying up afterwards. We need a minimum of 15-30 minutes for changeovers. Please ensure you vacate the premises promptly when your booking finishes.

Fire Precautions and Safety

All groups must ensure they are aware of exits in case of fire. They must also have a means of checking (e.g. sign-in sheet or head-count), in the event of evacuation, that all members of the group have safely left the building.

There is an automatic fire alarm activated by smoke detectors. If the alarm sounds and in case of fire leave the building immediately by the most appropriate exit. Call the fire service and await instructions from the fire service staff. Please also alert the Facilities Manager on 07593854232 – if there is no reply, you must leave a voicemail and a text message.

Before the hire begins you agree that any person who will be supervising the hall has read the hall's emergency procedure notices and is familiar with the location and operation of the fire doors.

All Central Community Centre electrical equipment is PAT tested. Electrical equipment brought for use in the Central Community Centre should be PAT tested.

Wheelchair Access

There is wheelchair access from the main door.

Heating and lighting

Heating and lighting will be set up for you.

Chairs and Tables

You are welcome to re-arrange the rooms to suit your needs. If you specify a room set up on your booking enquiry form, the room will be prepared for you, subject to staff and volunteer availability.

If you wish to attach anything to the fabric of the walls, pins, white-tack and command strips will cause the least wear and tear. If you have plans to attach decorations etc by any other method, please liaise with the Centre Coordinator at time of making your booking.

Refreshments

Groups are asked to bring their own tea and coffee etc and food, unless specifying that they would like to pay for tea and coffee on the booking form this will not be supplied. The kitchen is well equipped – groups are welcome to use any of the crockery from the cupboards as long as they load the dishwasher and leave the kitchen and meeting room(s) in a clean and tidy state.

We are able to offer buffet lunch packages. We require at least two weeks notice for catering bookings please.

Alcohol

If the Hirer wishes to serve alcoholic drinks in the hall, then a licence may be required.

Other access

During the period of hire every attempt will be made to allow exclusive use to you. You do, however, agree to allow admission to any official; contractor, or other person authorised by The Mechanics Institution Trust.

The main kitchen, is a shared facility and cannot be exclusively booked (though evening and weekend bookings have exclusive access to the kitchen). Toilets and parking spaces are also shared facilities.

Cleaning

We ask that groups leave the building ready for the next users.

Car Park

Visitors leave their cars at their own risk. You and your guests may make non-exclusive use of the car parks at the centre. Cars must be parked within the designated spaces and with due consideration to other users.

Please ensure that your group depart the car park when your booking ends.

Insurance and Safeguarding

When appropriate Hirers must have policies for safeguarding children, young people and vulnerable adults.

The centre has insurance cover against risks arising from use of the centre and its equipment. It is your responsibility to arrange adequate insurance coverage against risks arising in connection with any of your equipment or facilities or negligence of yourself or your guests. You agree to indemnify The Mechanics Institution Trust (responsible for the Central Community Centre) against any and all claims that may be made against The Mechanics Institution Trust by third parties in respects of events or actions by yourself or your guests, and to indemnify The Mechanics Institution Trust against any loss or damage to its property that is caused by you or your guests.

Any damage or deficiency that you notice at the beginning of the hire must immediately be drawn to the Facility Manager's attention. You agree to compensate The Mechanics Institution Trust without undue delay for the fair and reasonable costs of repair to the building during your hire.

The Mechanics Institution Trust accepts no responsibility during the hire period either for injury, accident or death to any person arising from the hirer's actions or inaction or for damage, loss or theft of any property belonging to the Hirer or to other persons attending the premises. Hirers should make their own insurance arrangements. The Mechanics Institution Trust shall not be liable for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded.

The Hirer shall:

- a. be liable for any damage caused to the premises, furniture and fittings therein arising from the hire period;
- b. report any such damage and breakages to the Facilities Manager as soon as practicable;
- c. be responsible for maintaining good order during the hire period and for ensuring that no nuisance is caused to users of other parts of the centre.
- d. be responsible for ensuring their contact details are up to date, so that invoices are received and paid on time
- e. any failure of equipment belonging to the Centre must also be reported as soon as possible to centralcommunitycentre@mechanics-trust.org.uk

Your Data

You are in control of the personal data you provide to us. You may contact us to ask that your information can be changed or deleted and you can find out our full Privacy Policy on the Mechanics Institute Trust website. We will store your data when you make an enquiry with us so that we may follow up your enquiry.

Contact centralcommunitycentre@mechanics-trust.org.uk to make any changes to your booking or to make a cancellation. This is also the contact email for any invoice queries. If you would like to talk through a booking in more detail over the phone, please email initially with your phone number and query. Our part-time Central Community Centre Officer will give you a call as soon as possible.