**Mechanics Institute Trust- Baker’s Café and Snug**

*Terms and Conditions of Hire*

**Bookings and cancellations**

**Cancellation**

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.

**If you are delayed**

Please ensure you are present at the beginning of the hire period booked. The facilities manager will close the premises after 15 minutes if any client has not arrived. You will be charged in full. If you will be delayed please text the Facilities Manager Andy on 07725018498 with your name/company and time of booking and estimated time of delay. As he works part time according to an advance schedule, we cannot guarantee that the premises will be accessible after the 15 minutes, but if you text him and let him know in advance, he will help if he can.

**Disruption to bookings**

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. We will do our best to prevent disruption to your booking by other bookings and to maintain the centre’s facilities, but if you have a complaint please email centralcommunitycentre@mechanics-trust.org.uk

Please do not disrupt other bookings using the facilities at the same time as you. Please note that the main kitchen adjacent to the hall and the lavatories are shared spaces.

**Private hire**

Private hire by individuals, such as birthday parties, are subject to a £50 deposit which 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 avoid sticky tape, sticky strips and confetti. If glitter is unavoidable, please keep it to a minimum and ensure it is cleaned up before the end of the hire period. Basic cleaning items are in the kitchen. You may leave us with up to three black bags (which we provide) and any more waste than this you will need to take home.

You will be sent an invoice including the deposit in advance. All private hire bookings must be paid for in advance by bank transfer (not cheque), at least 30 days before the hire period.

**Hire times**

The period for which the facility 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. If the closure or changeover of facilities is delayed, you may be charged. Please do not arrive more than 5 minutes earlier than the hire period you have booked as this could be disruptive to other bookings. If you are holding an event where you welcome the public or new members, please ensure that all users are aware that they must not arrive earlier than the hire period booked- it may be sensible to promote a later start time if you require time to set up.

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 facility has read the space’s emergency procedure notices and is familiar with the location and operation of the fire doors.

All facility electrical equipment is PAT tested. Electrical equipment brought for use in the facility should be PAT tested.

**Wheelchair Access**

The community centre is wheelchair accessible and has a disabled toilet facility with baby changing facility. The Baker’s meeting room is accessed on street level, but there is not a disabled toilet facility and the toilet is accessed via a few steps through a narrow corridor.

**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, except for electrical equipment. 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, please only use white tac.

**Refreshments**

Groups are asked to bring their own tea, coffee, sugar, milk and biscuits, unless specifying that they would like to pay for tea and coffee on the booking form this will not be stocked for you. The kitchen is equipped with some basic crockery, cookware and cutlery of which there is a limited amount– groups are welcome to use any of the equipment from the cupboards as long as they load the dishwasher and leave the kitchen and meeting room(s) in a clean and tidy state.

Please do not help yourself to supplies in the kitchen unless you have paid for us to stock the kitchen. These supplies may be intended for another group.

We are able to recommend catering companies.

**Alcohol**

If the Hirer wishes to serve alcoholic drinks, whether free or at a charge, then a licence may be required. This is called a Temporary Event License which can be obtained from Swindon Borough Council by you for £21. Please send confirmation of this to us at least 2 weeks before your event. You may want to hire glasses too – please make this arrangement yourself.

**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.

**Cleaning**

We ask that groups clean up any mess and spillages and ensure that litter is placed in bin provided. Please leave the space is a good state ready for the next user.

If you have hired the hall and kitchen for a large event or party, basic cleaning products are provided in the Kitchen. For large parties or events, you may leave us with up to three black bags (which we provide) and any more waste than this we ask you to take home.

**Car Park**

There is very limited car parking at the Community Centre with up to 14 spaces available but only on a first-come basis with non-exclusive use. Cars are parked at their own risk. Please ensure that your group depart the car park when your booking ends. There are other pay and display car parks nearby, bus routes and we are a short walk from the train station.

Unless by special arrangement, users of the Baker’s are not permitted to park in the Community Centre car park. Even if the car park appears to have spaces you are not permitted to use them, as other bookings could commence at any time during the day.

**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 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:

* 1. be liable for any damage caused to the premises, furniture and fittings therein arising from the hire period;
	2. report any such damage and breakages to the Facilities Manager as soon as practicable;
	3. 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 facility.
	4. be responsible for ensuring their contact details are up to date, so that invoices are received and paid on time
	5. any failure of equipment 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 Bookings Manager will give you a call as soon as possible.