



catalyst



Conditions of Hire

1. CODE OF BEHAVIOUR

1.1. Catalyst Housing Ltd expects a high level of conduct from its users. Everyone deserves respect and to be able to enjoy the peace, friendship and facilities of the building without disturbance.

1.2. We expect everyone who enters the venue to respect the building, staff and residents who live nearby.

1.3. Anyone who brings small children to the Sandringham Hub must make sure they have suitable supervision at all times.

2. EQUAL OPPORTUNITIES

2.1. The Sandringham Hub is open to all members of the community, who will be treated with dignity and respect regardless of sex, sexual orientation, race, age, disability, nationality, or political, religious or other opinions. No-one should suffer any abuse or be intimidated on any of these grounds. Incidents of harassment will be treated seriously.

3. MAXIMUM CAPACITY

3.1. Every room we hire has a maximum capacity. Please confirm venue suitability with the Sandringham Hub Staff if your booking is for over 60 people.

PAYMENT TERMS

4.1. The hirer must ensure that payments are made in full a minimum of two weeks before the booking is due to take place. If a booking enquiry is made less than two weeks before the booking is due to take place, payment must be made in full when the booking is confirmed. Failure to pay will result in the booking being cancelled.

4.2. Booking is only confirmed once payment in full has been received and other requested documentation supplied (e.g. risk assessment, insurance certification etc.).

5. CANCELLATION

5.1. It is the hirer's responsibility to inform Sandringham Hub staff of any cancellations or changes to booking times. Cancellations must be made a minimum of 7 days before the booking is due to take place.

5.2. If a minimum of 7 days notice is given before cancellation, the hirer will be refunded in full. Failure to inform Sandringham Hub staff of cancellations within this time frame will result in the full hire charge being retained by Catalyst Housing Ltd.

5.3. If we suspect you will be using the venue for illegal or immoral purposes, we have the rights to cancel your booking or any subsequent booking.

6. HIRING PERIOD

6.1. The hirer must only enter the venue at the agreed times and must vacate the premises on time, at the expiration of the hiring period. The hirer must ensure they only use the facilities that have been hired.

6.2. Failure to adhere to the terms of the hire will result in extra charges.

7. SAFETY REQUIREMENTS

7.1. No activity shall be carried out that endangers those present or any other persons in the vicinity or that invalidate the policies of insurance relating to it and its contents. In particular:

- Performances involving danger to the public are not permitted.
- the use of unauthorised heating/cooking appliances on the premises is not permitted
- All electrical appliances or equipment brought into the building must be fully compliant with the Electricity at Work Regulations, 1989 and display a current PAT test identification marking or certificate of electrical safety. Catalyst Housing Ltd disclaims all responsibility for claims and costs arising out of any such equipment which does not comply.
- A First Aid box is available from the Sandringham Hub kitchen for all users of the premises although it will be the responsibility of the user to ensure that arrangements for adequate first aid cover are met. However, users after 5pm (and all day Saturday or Sunday) are required to provide their own first aid equipment. It is recommended that British Standard BS 8599 for first aid kits and other equipment relevant to the activity are used by the hirer.

7.2. Extra furniture, staging and equipment cannot be brought into the building without the express permission of the Sandringham Hub staff and must meet all safety requirements as appropriate.

8. FIRE SAFETY PROCEDURES

8.1. The hirer must ensure that all fire safety procedures are followed. In particular, they must ensure that:

- Obstructions are not placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public passage.
- Fire doors must remain closed and free from obstruction at all times.
- All members of their groups co-operate with the fire drills which are arranged at varying times in order to familiarise users with evacuation procedures. You must make all attendees aware that evacuation procedures must be followed at all times.
- They take responsibility for ensuring that any person with mobility issues, impaired hearing or eyesight is assisted by a nominated person in the event of an emergency evacuation.
- Fire-fighting apparatus is kept in its proper place and only used for its intended purpose; only trained persons are to use the fire extinguishers
- The use of any fire fighting apparatus must be reported to Sandringham Hub staff as soon as possible.
- The Fire Brigade (999) is called to any outbreak of fire, however slight, and details of the occurrence are to be reported to Sandringham Hub staff as soon as practical to do so;
- Highly flammable substances shall not be brought into, or used in, any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, etc) shall be undertaken or erected, temporarily or permanently, without the consent of the Sandringham Hub staff.
- All hirers must inform Catalyst Housing Ltd during the booking enquiry of the number of attendees for the activity, and must not exceed this number without prior approval from Sandringham Hub Staff.

The following items are prohibited:

- Candles
- Incense sticks or shisha pipes
- Barbeques
- Any item with a naked flame

It is the responsibility of Sandringham Hub staff to ensure that all group leaders or hirers are informed of procedures for evacuation of the premises and are familiar with the fire-fighting equipment available. Any group leader or hirer who has not received such information or instruction shall inform Sandringham Hub staff without delay.

9. PUBLIC AREAS

9.1. All hirers are also reminded that the terms set out for the hire of parts of the Sandringham Hub applies to use of the public areas within the venue, and remain responsible for guests throughout the building.

10. SUPERVISION

10.1. The hirer or other person in charge of each activity shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activity. They must not be engaged in activities or duties which prevent them from exercising general supervision.

11. CHILDREN AND YOUNG PEOPLE

11.1. It is the policy of Catalyst Housing Ltd that care must be taken to safeguard the wellbeing of children, the young and vulnerable people, and it is the responsibility of all users of the building to make every effort to ensure that children, the young and vulnerable people receive all necessary care and attention, and are protected from coming to any harm.

11.2. All work with children, the young and vulnerable people under the age of sixteen organised by any user groups of the Sandringham Hub must comply fully with the requirements of The Children Act 1989 (or such further legislation as may be enacted) or, where applicable, with the Home Office Code of Practice Safe from Harm.

11.3. Activities or groups involving young and vulnerable people under the age of sixteen will be permitted on the premises on condition that the relevant provisions, and any conditions required by Ofsted, are complied with, and Sandringham Hub staff will need to be satisfied that this is so before giving permission for such activities or groups to be held on the premises.

11.4. In the case of affiliated groups or outside hirers, it is the responsibility of the organisers of the activities concerned to ensure that only fit and proper persons have access to young children, and that such persons are at all times in attendance with the young children who are on the premises.

12. SUPPLY OF FOOD

12.1. Only persons who are food handlers within the meaning of the Food Safety Act 1990 (Food Premises (Registration) Regulations 1991) and who have satisfactorily undertaken any relevant training required by the Environmental Health Department and can demonstrate this are permitted to make and sell food on the premises.

13. ALCOHOL

13.1. No intoxicating liquor may be consumed on the premises as part of the activities delivered by the hirer.

14. MUSIC AND VIDEO

14.1. The premises are licensed with the Performing Right Society for the performance of copyright music, and additionally for audiovisual copyright (MPLC). Users must, however, advise Sandringham Hub as to the frequency of musical performances during their activities. Sandringham Hub licence with Phonographic Performance Ltd (PPL), on the other hand, does not cover the performance of recorded music by affiliated groups and other hirers of the premises, who must consult the Sandringham Hub staff before making arrangements for the use of recorded music. It is the responsibility of any independent user group which uses recorded music in its activities to check if it requires a licence from PPL and, if so, to obtain one.

15. BETTING, GAMING AND LOTTERIES

15.1. No activity is to be carried out either on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and those responsible for functions held on the premises must ensure that the requirements of the relevant legislation are strictly observed.

16. OTHER LICENSES AND PERMISSIONS

16.1. It is the responsibility of all independent user groups to check whether they require further licences or permissions for its activities, including the following and, if so, to make the appropriate arrangements:

- Showing films and videos.
- Royalty fees for performance of plays.
- Making recording of musical or literary works (Mechanical-Copyright Protection Society).
- Use of minibuses
- Alcohol licences

17. STORAGE

17.1. The express permission of the Sandringham Hub staff must be obtained before goods or equipment are left or stored on the premises.

17.2. Hirers and Affiliated Groups are reminded that they are themselves responsible for insuring their own property when in the premises.

18. LOST PROPERTY

18.1. Catalyst Housing Ltd cannot accept responsibility for damage to, or the loss or theft of, property and effects belonging to any user of the building.

19. CAR PARKING

19.1. Cars must not be parked to cause an obstruction at the entrances to, or exits from, the building or site. Where parking accommodation is provided and available, this must be used, and in any case users should avoid undue noise on arrival and departure, or other undue inconvenience to local residents.

19.2. Users of the venue must not restrict the access or egress of emergency vehicles, to the building

19.3. Catalyst Housing Ltd cannot accept responsibility for damage to, or the loss or theft of, any vehicles, bicycles, items of equipment or other personal belongings in the car park.

19.4. Where street parking is used please be respectful of neighbours and private driveways.

20. NOISE

20.1. Hirers and organisers of events in the building are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for nearby residents.

21. ANIMALS

21.1. No animal, except for registered assistance dogs which are supporting an impaired person, shall be admitted inside any building unless the written consent of the Sandringham Hub staff is first obtained.

22. SECURITY

22.1. All use of the premises and facilities is subject to the users accepting responsibility for returning furniture and equipment to their original position, and for securing doors and windows of the premises. Failure to do so could result in additional charges.

22.2. There will be no access to communal gardens for any of the hirers.

23. INSURANCE

23.1. All groups using the facilities shall provide their own insurance and evidence must be supplied to confirm booking.

24. CLEANING

24.1. All waste shall be cleared away and taken off site for disposal. Excessive rubbish created for large events will incur additional costs if an additional refuse collection or additional cleaning is required.

24.2. All floors shall be completely clear of any debris and any spillages shall be cleared.

24.3. All work surfaces shall be cleaned to ensure that they are left clean and hygienic.

24.4. Ensure that all tables and chairs are returned to the designated storage area

24.6. No helium balloons are to be left in any part of the venue. Hirers will incur all charges for the removal of balloons.

25. DAMAGE

25.1. No bolts, screws, nails or tacks shall be driven into any part of the premises. The use of adhesive substance such as sello-tape, blue-tac and glue sticks is also prohibited. The hirer shall pay Catalyst Housing Ltd for all damage to the facility as a result of the unauthorised use of fixings.

26. NO SMOKING POLICY

26.1. All Catalyst Housing Ltd premises are designated as 'No Smoking' areas in accordance with the Smoke-free (Premises and Enforcement) Regulations 2006. Any person found to be smoking in the building will be removed and this will result in permanent exclusion from the building.

26.2. Smoking is only permitted in external areas

27. DATA PROTECTION

27.1. Catalyst Housing Ltd will use the information provided on this form for the form's stated purpose. No personal information you have given us will be passed onto third parties for commercial purposes. Catalyst Housing Ltd's policy is that all information will be shared among Officers across departments and other agencies, where the legal framework allows, if this will help to improve the service you receive and to develop other services.

Please make Sandringham Hub staff aware if you do not consent to Catalyst Housing Ltd processing your information in this way where it considers it to be appropriate.

This organisation is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.