

Acton Trussell, Bednall & Teddesley Hay - Community Centre  
Booking Terms & Condition

1. A booking bond will need to be paid to the Secretary when returning the completed booking form. Please note that no booking will be considered finalised until the completed form and cleared funds for total chargeable hire time has been received by no later than 7 days before the event date.
2. Usually, refunds will not be paid if the booking is cancelled within 7 days of the event. However, if the Committee can secure a replacement hirer for the period originally booked, then a refund may be returned in part, or full. The Community Centre is a charity and therefore the committee will consider any special circumstances which have led to the cancellation of the booking.
3. All entertainment and noise must finish by 11.00 pm and the Community Centre must be vacated by 12.00am. Please ensure that all guests, when leaving, keep any noise to an acceptable level as the Community Centre is situated within a residential area.
4. When leaving the hall please ensure that all lights are switched off and all doors and windows are securely closed.
5. Hirers are expected to leave the hall "as found". If the hall and car park are not left "as found" then the Committee reserves the right to deduct remedial expenses from the £50 damages bond paid at the time of booking. Repairs for any damage caused during your hire period will be charged at our costs. If these costs exceed the sum of £50 then the Acton Trussell Bednall and Teddesley Hay Community Centre Management Committee reserves the right to seek a further balance to cover the full cost of remedial expenses.
6. Any damages and/or breakages (no matter how small) must be made known to the Secretary within 24 hours of the end of hire period along with details of any equipment failings. All damages and breakages must be paid for. If the damages bond does not cover the cost of the damages and breakages, the Hirer will be invoiced for the excess amount required. Subject to there being no damage the Treasurer will arrange to return the damages bond to the hirer within 14 days.
7. All rubbish bins within the hall must be emptied and a new black bag liner fitted (stock is kept in the kitchen). Bagged rubbish must be placed in the refuse bin provided outside. In the rare event that this bin is full, then the hirer must make alternative arrangements for disposal of the rubbish. If rubbish is found on the property after the hire, then the Committee reserve the right to make a deduction from the £50 bond to cover its removal.
8. The Hirer shall not sub-let or part with possession of the Community Centre.
9. The hire of the hall does not entitle the hirer to use or enter the premises at any other time than the specific hours for which the hall is hired unless prior arrangements have been made with the Bookings Secretary.
10. All the conditions attached to the music and dancing licence for the hall shall be duly observed. Copies of such licences are on display on the notice board immediately on your left as you enter the Community Centre. The hirer shall refrain from doing anything which

might invalidate any of these licences and agrees to ensure compliance with the fire safety certificate and copyright regulations.

11. Our capacity maximums are as follows: in the Main Hall you are limited to a maximum of 117 people. In the small meeting room, we can accommodate a maximum of 38 people. You, as the hirer, undertake that these limits must not be exceeded during the period of hire.
12. It is the responsibility of the hirer to ensure that the entire hall facilities match your expectations, ie, tables, chairs, toilets, etc. By returning the booking form you are confirming that you are happy that the facilities meet your requirements.
13. The hirer must be over 21 years of age and must remain at the hall throughout the entirety of the hire period.
14. The hall is strictly a no smoking venue. Any evidence of smoking within the hall will mean a forfeit of the £50 bond.
15. The hirer should ensure that any necessary third-party liability insurance is arranged for their own event. The Community Centre Management Committee accepts no responsibility for accidents and/or injuries during your hire period.
16. No nails, tacks, screws, pins or cellotape or other similar objects shall be used on any internal or external wall without prior consultation and agreement from a member of the Management Committee.
17. The Committee reserves the right to bring to an end, immediately, any event, entertainment or meeting which is not properly conducted in line with these terms and conditions.
18. The hirer and their guests shall ensure that no fire exits or other exits or corridors shall be blocked so as to prevent exit from the building.
19. The Committee shall not be responsible for any loss, damage or injury which may be incurred by or be done or happen to any person(s) or property of such person(s) using the Centre, grounds and its car park during the hiring arising from any cause whatsoever or for any loss due to any breakdown in machinery, failure of supply of electricity, leakage of water, fire, Government restriction or act of God which may cause the centre to be temporarily closed or the hiring to be interrupted, or cancelled, and the hirer shall indemnify the Committee against any such claim for loss, damage or injury made against the Committee which may result from the hiring of the Centre.

**IMPORTANT ADDITIONAL INFORMATION:**

The Centre is cleaned daily, but you, as Hirer, may wish to carry out further additional sanitization during your chargeable hire time. For further information concerning COVID-19 please see the Government website: [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus).

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