Woodgate Community Hub

Terms of Conditions

Payment

a) Payment for all facilities is in accordance with the published schedule of charges and must be made in advance of the hire date, as outlined below.
b) If paying via invoice full payment is due within 5 working days to secure the booking. Bookings maybe cancelled if not received.
c) By booking you agree to cover the cost of any end of your hire breakages, building damage, cleaning etc. You will be invoiced separately for any costs.

Cancellations

a) Made by the Hirer: Must be made in writing to Woodgate Community Hub in accordance with the Regulations. See Section 13
b) Bookings cancelled within 4 weeks of hire date are non-refundable

Evaluations

We may send you an evaluation form following your event. This feedback will enable us to improve the facilities we offer. Please let us know if you would rather not receive this.

THE CONDITIONS OF HIRE ARE ATTACHED FOR YOUR INFORMATION AND RETENTION. PLEASE READ CAREFULLY TO ENSURE YOU FULLY UNDERSTAND BEFORE SIGNING BELOW.

By booking you are agreeing that the information given may be disclosed to other departments within St Catherines. You acknowledge the organisation/club's details to be passed onto relevant third parties. It will not be used for any other purpose unless required by law. If you do not wish this to happen, please let us know.

Declaration

By booking, I hereby apply for the use of the Woodgate Hub facilities at the venue and on the date(s) mentioned. I acknowledge that the use of facilities is subject to Woodgate Hub Conditions & Regulations of hire, a copy of which I have read and understood. If my booking is confirmed, then I agree to accept and comply with the Terms & Conditions and that the Booking Form and the Declaration is a binding contract between WCH and myself.

BOOKINGS CANNOT BE TAKEN FROM PERSONS UNDER THE AGE OF 18 Years

The hirer must be present at the centre for the duration of the hire period. Woodgate Community Hub reserves the right to ask for identification and proof of address and if this is requested, the hirer will need to provide a current passport or photo driving licence. The use of false identification may result in legal action the hirer must provide WCH with a list of Names for any persons attending the event at least 48 hours prior to the event taking place.

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The hire period booked includes the setting up, preparation, cleaning and exiting the venue and grounds.

The centre has a maximum amount of people allowed to attend at any one time (40 seated and up to 70 standing, including babies and children). It is the hirer's responsibility to ensure that these numbers are not exceeded and that the centre they are booking is adequate for the function they are holding. The maximum numbers for each centre are set as part of Fire Regulations.

1. Refreshments & Alcohol

The Hirer acknowledges that no kitchen facilities are available for use and that there is no onsite access to drinking water. Toilet and handwashing facilities will be accessible for the duration of the hire period.

The Hirer may bring their own food and non-alcoholic drinks or arrange external catering at their own cost and responsibility.

The Hirer agrees that alcohol is strictly prohibited and must not be brought onto the premises, supplied by the Hirer or any third party, or consumed by any persons attending the event

2. Smoking & Vaping

Woodgate Community Hub operates a no smoking/vaping policy in and directly around the centre.

3. Music & Entertainment

The use of smoke and/or bubble machines is not permitted. Due to the Hub being in a residential area, with properties above, please be mindful of the volume of any music and entertainment

4. Bouncy Castles & Inflatables These are not permitted.

5. Gas cookers (portable or otherwise), candles/burners, tea lights.

These are not permitted. This includes any religious or 'ceremonial burners'. Use of naked flame is not permitted although small cake candles are acceptable.

6. Ticketed events

If you are selling tickets for your event, then you will be responsible for anyone attending.

7. Decorations / Notices

These must only be fixed to the glass windows to avoid any damage to the walls.

8. Cleaning

It is your responsibility to clean the hub and tables and provide your own cleaning products. All rubbish to be removed when leaving.

9. Exiting the building

The hirer is responsible for the security of the hall for the duration of their hire period. Upon leaving the premises the hirer must ensure that: All electrical equipment is switched off and all doors are closed and locked.

10. Payment

Payment for all facilities is in accordance with the published schedule of charges and must be made in advance of the hire date, as outlined below.

Full payment is required for all booking dates and must be paid upon booking via Lemon Booking. Bookings may be cancelled if not received. Bookings will be confirmed once payment is received.

By booking, you agree to cover the cost of any end of your hire breakages, building damage, cleaning etc. You will be invoiced separately for any costs.

11. Cancellations / Changes to Bookings.

If due to an emergency or circumstances such as inclement weather, Woodgate Community Hub will, if necessary, cancel your booking and a refund will be issued. We will not be liable to pay any compensation to you, the hirer, or any other person due to the cancellation. Woodgate Community Hub will offer a reschedule of the hire (room cost only) for another date, subject to availability. We reserve the right to terminate the hiring or cancel the booking if it finds or suspects that the hirer is using or are intending to use a centre for any activity other than that stated on their application.

In the event of the hirer cancelling

- Bookings cancelled more than 4 weeks in advance – full refund
- Bookings cancelled in 4 weeks or less – no refund

12. Fire exits

These must be always kept clear, and an adequate space left between chairs and tables to allow easy exiting from the centre. Please ensure that all fire exit doors remain **closed and secure** at all times unless being used during an emergency.

13. Safeguarding & Child Protection

Woodgate Community Hub recognises the need to ensure the welfare of children, young people, and vulnerable adults. The hirer is responsible for ensuring that the group/organisation has suitable and sufficient policies and procedures in place for safeguarding of all users and for child protection.

14. Copyright Works

The Hirer shall not use or permit to use the premises for the performance in public of any dramatic, musical or other works for the delivery in public of any lecture in which copyright exists, without the consent of the owner of the copyright, or in any other manner infringe any subsisting copyright. The Hirer shall indemnify the WCCH against any sums of money, which the Woodgate Hub may have to pay by reasons of any infringement of copyright occurring during the period of hire.

15. Electrical equipment advisory information

The hirer is responsible for any electrical equipment brought into the premises by themselves or third-party operators. A PAT test is for health and safety reasons and may include the following tests: earth bond, insulation, flash test, lead test, operation test, earth leakage, fuse test.

16. Lost or damaged property

Woodgate Community Hub will not under any circumstances, accept responsibility or liability in respect of any loss of or damage to any property, articles or items placed or left upon the premises by or on behalf of the hirer or any other person, or in connection with the hiring.

17. Damage, Loss, Injury

The hirer is responsible for making sure both they and the Woodgate Hub are indemnified against any damage, loss or injury that may arise because of their activity. Hirers may be required to take out Public Liability Insurance. If it is determined that the hirer's activity requires Public Liability Insurance, no bookings will be accepted until such time as a valid certificate is produced by the hirer.

18. Failure to comply

Woodgate Hub reserves the right to terminate any booking or series of bookings immediately in the event of the hirers failure to observe or perform any of the conditions of regulations herein contained, but without prejudice any right or remedy which Woodgate Hub may have against the hirer under these conditions and regulations and Woodgate Hub may retain the charges paid by hirer.

19. Setting Up/Cleaning Down

When booking your event, please note, you hiring time is inclusive of setting up and cleaning down. Please bear this in mind when considering your booking times.