

Conditions of Hire for Use of Worcester Community Trust Changing Facilities

1. **METHOD OF BOOKING:** Rooms and facilities are normally hired by phoning Worcester Community Trust's (hereafter referred to as the Trust) bookings hub on 01905 453453. Details can be completed over the phone by a Customer Service Advisor, or by email bookings@worcestercommunitytrust.org.uk , or in person at Warndon Youth and Community Centre. The booking will be confirmed on receipt by the Trust of both:
- A booking form signed by the Hirer, accepting the details on the form and agreeing to these terms and conditions (the Hirer should retain a copy)
 - Full payment

Hirers must be at least eighteen years old at the date of booking.

2. **METHOD OF PAYMENT –.** Can be paid in advance at all of our centres or by debit card by phoning Worcester Community Trust's bookings hub on 01905 453453 option 1.
3. **Changing facilities-**Changing facilities must be left tidy after use. Any damages and/or additional cleaning will be chargeable at cost and teams may be denied further bookings. **Under NO circumstances must football boots be worn in the changing rooms.**

- (a) The Hirer shall be the person named on the booking form and shall be solely responsible for ensuring that all persons connected with his/her organisation/club/event complies with these conditions and any other directions given, and conduct themselves in a proper and correct manner

4. **CANCELLATIONS:** Cancellation of bookings by the Hirer must be given at least 7 days prior to the booking either in person at Warndon Youth and Community Centre, by e-mail or in writing. Failure to give this notice of cancellation will result in retention of the deposit.

Worcester Community Trust reserves the right to:

- (a) Refuse applications for hire of Community Centre premises without a requirement to give reasons for refusal.
 - (b) Terminate or prohibit the use of facilities at its discretion without previous notice to the Hirer. Worcester Community Trust shall not be liable for any loss or expenditure incurred by the Hirer arising out of such termination or prohibition.
5. **SAFEGUARDING:** All bookings involving activities with children, young people and vulnerable adults must ensure that participants adhere to current safeguarding practice, including the use of photographic or video recording equipment.
6. **INSURANCE:** The Hirer shall indemnify WCT against claims for injuries to persons or loss

or damage to property arising from the activities of the Hirer. All hirers are advised to secure third party/public liability insurance and, where necessary, employers liability insurance.

- 7. PROPERTY AND BELONGINGS:** All items of property are brought onto the premises at the owner's risk. Worcester Community Trust accepts no liability whatsoever for any loss of or damage to the property of the Hirer or their agents/guests.
- 8. HEALTH AND SAFETY:** Customers are responsible for their health & safety; any injury, accident or near miss sustained on the premises must be reported to a member of staff, at the earliest opportunity, who will report it accordingly.
- 9. SMOKING:** Worcester Community Trust operates a strict no smoking policy throughout its facilities, to be observed at all times.
- 10. FLY POSTING:** The Hirer should note that fly posting in the City of Worcester is not allowed and contravention of this condition may lead to prosecution. Any costs incurred by Worcester Community Trust as a result of flyposting by the Hirer will be levied to the Hirer. Flyposting by the Hirer will also result in, on notification of a contravention, immediate cancellation of the booking without compensation or return of any monies paid.
- 11. FIRE SAFETY:** the Hirer shall nominate an acting fire marshal to immediately notify the fire service in the event of a fire and ensure they have access to a phone at all times. The Hirer and stewards must be conversant with the following evacuation procedures:
 - (a) An alarm bell will sound immediately when the fire alarm is activated.
 - (b) An announcement will be made, by the fire marshal, instructing all individuals to leave the building via the nearest emergency exit.
 - (c) All persons will gather at the designated fire assembly point
 - (d) Re-admittance to the premises can only be authorised by the attending Fire Officer after a thorough check has been made of the premises.
 - (e) A detailed copy of the evacuation procedure is available from Centre receptions.

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