



PENISTONE TOWN COUNCIL



CONDITIONS OF HIRE ST JOHN'S COMMUNITY CENTRE

CHURCH STREET, PENISTONE, SHEFFIELD, S36 6AR

1. The person named on the attached document shall be considered the hirer of the rooms set out in this document. Where a promoting organisation is named, that organisation shall be considered the hirer and shall jointly and severally be liable hereon with the person named in the document.
2. Where a booking has been made and confirmed, full payment must be made on presentation of the invoice. Cancellations will be accepted if they are made four weeks or more before the date booked without penalty. Cancellations within two to four weeks of the date booked will be charged at 50% of the full rate. Bookings cancelled within two weeks of the booked date will be charged at full rate. Payment will be due on presentation of invoice. Cancellations must be made in writing, specifying the room date and time cancelled and must be appropriately signed by an authorised person. Notice is from the date on which a cancellation is received and not from the date of postage from the person booking.
3. The hire of the room does not entitle the hirer to the services of the Centre's staff in setting up and removing furniture. The caretakers of the premises will endeavour to assist hirers where time and their other duties permit, but such services are in no circumstances guaranteed.
4. The Council reserves the right to cancel any booking should the premises be required for Council purposes. A minimum notice period of 4 weeks will be given; but should the cancellation result from circumstances which in the judgement of the Council constitute a civic emergency no notice will be required.
5. Hirers who wish to dispute any matter in relation to their booking should do so in writing, addressed to the Town Clerk. Penistone Town Council will not tolerate aggressive or inappropriate behaviour towards staff, volunteers or other users of the premises. Should the hirer or any member of the hirer's party behave in such a manner the Council reserves the right to request that they leave the premises immediately. Under these circumstances the booking and any subsequent bookings may be cancelled without refund.
6. The hire of the room does not entitle the hirer to use or enter the premises at any time other than the specific hours for which the room is hired unless prior arrangements have been made with Penistone Town Council and the Centre's staff.
7. The hirer shall not sub-let the premises hired or any part thereof.
8. The hirer is responsible for all damage to the room and the Centre and to any property in the room occurring during the period of hiring or while persons are entering or leaving the Centre pursuant to the hire, however and by whomever caused.
9. No bolts, nails, tacks, screws, pins or other like objects shall be driven into any part of the room nor shall any placards or other articles be fixed thereto. Adhesive tape shall not be affixed to floors, walls, windows or doors. The hirer shall be responsible for the costs of repairing any damage caused by such items.
10. The hirer shall be responsible that good order is kept in the room during the hiring and it is left in a clean and tidy condition. The owner may, if he thinks fit, charge the hirer for any extra expense he may incur to preserve order prior to, or after any function or meeting. Social events shall be charged a bond subject to Community Centre's staff discretion.
11. The right of entry to the room is reserved to employees and agents of Penistone Town Council at any time during the hire.
12. The hirer shall at expiration of the period of the hiring leave the premises in a clean and orderly state.

13. Property of the hirer and the hirer's agents must be removed immediately following the period of the hiring or fees will be charge for each day until the same is removed unless by separate arrangement with Penistone Town Council and the Centre's staff. Penistone Town Council accepts no responsibility for any property left on the premises after the hiring.
14. No flags, emblems or other decorations shall be displayed outside any part of the room without the previous consent of Penistone Town Council and the Centre's staff.
15. The hirer shall remove any flag, emblem or other decoration displayed inside the room if in the opinion of Town Council and the Centre's staff it shall be unseemly or expose the room to an undue risk of fire or in the opinion of the person in charge at the Centre is likely to lead to disturbance or breach of the peace.
16. No exits may be blocked, chairs or obstructions placed in doorways, or fire appliances removed or tampered with.
17. No additional lights or extensions from the existing light fittings shall be used without the prior consent of Penistone Town Council and the Centre's staff.
18. Portable gas appliances must not be used.
19. No food or drink may be provided in the room by the hirer except by arrangement with Penistone Town Council and the Centre's staff. If alcohol is to be sold or supplied on the premises a personal licence holder must be present with the agreement of the Designated Premises Supervisor (DPS) Penistone Town Council.
20. Where block bookings are made over a number of dates which attract a discounted rate of hire, Penistone Town Council reserves the right, if these bookings are cancelled part way through, to recalculate the cost of the hire on the dates used and not the dates booked. A revised invoice will then be presented for payment where necessary.
21. Penistone Town Council takes no responsibility for any unlawful acts committed on the premises.
22. It is the responsibility of the hirer to ensure that the No Smoking legislation is strictly adhered to.
23. The hirer must be fully conversant with all emergency procedures, particularly the location of firefighting equipment and fire exits.
24. The hirer is responsible for having an elected Fire Marshall who is familiar with emergency procedures.
25. The key holder is responsible for ensuring that the Fire Exit gate is unlocked/locked.

Contact Numbers - to be used in an emergency **ONLY**:

Garry Howard Caretaker	07841 362078
	01226 762743
Chris Stockdale Caretaker	07791 077550
Terry Howard Caretaker	07867 630030
Nigel Bailey Town Clerk	07743 230660