



Terms and Conditions for Hiring
Door 84 Youth and Community Centre

Thank you for hiring Door 84 please read and sign the form.

When hiring space at Door 84 you are agreeing to comply with the conditions set out below. Reference to 'the centre' includes any part of Door 84.

Whilst Using the Centre (Conditions Applicable to all Spaces)

- Please ensure your Access times are as per your hire agreement and we would appreciate you not accessing the building outside of these times unless by prior arrangement.
- Please ensure that booking times are adhered to by all members of your group, so as not to inconvenience other users of the building.
- Please be considerate to people living or working near the Centre
- Unless previously agreed no items may be stored in advance at the centre.
- Please do not use any unauthorised electrical appliances unless they have an in date PAT certificate
- Alcohol may not be consumed unless this has been pre-arranged with Door 84 and a Duty Manager has been booked in advance.
- Please ensure that the main entrance doors are not left propped open without direct supervision by a member of your group.

Health and Safety

- Please familiarise with the Hall's Fire Evacuation Procedure (Appendix 1).
- There is no smoking anywhere within the Centre, including the toilets.
- Please Do not obstruct any exits, walk-ways or corridors.
- Please Do not place anything over signs fixed within the Centre.
- Please Keep all firefighting equipment in its proper place.
- Please Do not bring into the centre any significantly flammable material.
- Please Do not allow any naked flames.
- Please Do not use equipment designed to create smoke or pyrotechnic effects
- There is a **First Aid kit** in the main kitchen. Please be aware that there may not be a first aider on Site
- If you have booked the kitchen please ensure you have your own kitchen hygiene protocols in place including food hygiene certification

Appendix 1

Fire Evacuation Procedures

- **The person in charge must familiarise themselves with the location of fire exits, escape routes and firefighting equipment.**
- **Please also take note of the Facilities Managers number G M Pilmoor 07845567012**
- If the fire alarm goes off this **must** be treated as an emergency with evacuation procedures followed, so please leave the building immediately via the nearest Fire Exit.
- Do not stop to collect personal possessions.
- Gather at the designated assembly points
- It is the responsibility of the person in charge of your group to ensure that everyone is immediately escorted from the building by the nearest and safest route.
- No one is to be allowed back into the Hall until directed by Door 84 staff or the Fire Brigade. You should be able to account for everyone involved in your activity.
- **Call 999 if there is a fire. If you are not aware of any fire, wait outside the building and call the Facilities Manager**
- Firefighting equipment should only be used to clear an escape route or stop a small fire from spreading. No one should use a fire extinguisher unless they know what kind to use and how to do so.
- If fire breaks out in a room then, after all occupants have left, the doors must be shut to prevent the fire spreading.
- **The fire alarm is no longer on a monitoring system;** in the event of the fire alarm sounding, please follow the evacuation procedure and ring the Facilities Manager.

When Leaving the Centre

- **Please leave yourself sufficient time to clear everything away and please leave the Centre clean and tidy.**
- Please ensure all light & appliances are turned off & that all doors are locked and secured.

Liabilities

- Door 84 accepts no liability for any loss, damage or injury whilst you are using the Hall.
- You are responsible for reimbursing Door 84 for any damage, loss or injury to our property or personnel caused by you whilst at the Centre.
- Please arrange any public liability insurance yourselves & provide a copy to the Door 84 Facilities Manager prior to the hire.
- *The charity reserves the right to charge for late payment for goods or services; a 'statutory interest rate of' 8% plus the Bank of England base rate.*

I can confirm that I have read and accepted these terms.

For events open to the public: I confirm that our group has adequate insurance and a risk assessment that includes all activities taking place.

Signed hirer:

Date:

Signed Door 84 Staff:

Date: