

Terms and conditions for use of the TORCH Centre (Occasional Bookings)

The conditions set out below are not intended to restrict your use or enjoyment of the Centre and its facilities. They are meant to prevent any misunderstanding between our users and the Management Committee in the unlikely event of something going wrong.

1. **Applications** to use the Centre must be in writing, using the official booking form.
2. **Cancellations** must be in writing (e-mail or letter).
3. There will be no refund of the **deposit** for any cancellations. 50% of the full charge is payable in the event of a cancellation with less than 21 days notice. 75% of the full charge is payable in the event of a cancellation with less than 7 days notice. Hirers who fail to arrive at the Centre by the time booked will be liable for the full charge. Users will not be charged for late cancellation because of bad weather.
4. The hirer must adhere strictly to **the times and dates booked**. We undertake to make the facilities booked available for setting up for no more than 15 minutes before the time booked. We cannot guarantee to keep the Centre open for more than 15 minutes after the time booked in the case of late arrival. Late departure will be charged at the standard rate for the facilities booked.
5. If applicants wish to make any **changes to a booking** already confirmed, these must be agreed by the Administrator and a new booking form may be required.
6. All **fire and other safety regulations** must be observed. Fire escape doors must be kept clear at all times.
7. The TORCH Association will not be liable to its users for any **personal injury or inconvenience**, or damage to or loss of any articles brought by the user to the Centre.
8. The hire of the facilities and/or equipment is on the understanding that all participants indemnify the TORCH association against all **claims** arising from use of the Centre.
9. Users who move **equipment belonging to the Centre** must return it to the place it came from before they leave the Centre.
10. All loose **rubbish** must be bagged and left in the kitchen.
11. **Spillages** must be cleared immediately and water must not be allowed to remain on the Main Hall floor.
12. Users undertake not to drop **litter** on the land (including the car park) outside the building belonging to the Centre.
13. **Footwear** (e.g. stiletto heels) and objects likely to damage the floor are not permitted in the Main Hall.
14. **Access by hirers** is limited to the room(s) booked, the entrance foyer and toilets. Access to other rooms (including the office) requires the prior consent of the Administrator.
15. The **kitchen** is to be kept available to other users of the Centre who have booked it for the full duration of their occupancy.
16. Users must respect other users and local residents if their activities cause any **noise**.
17. In the event of an **accident** the accident book (kept in the serving area) must be completed and the Caretaker or Administrator informed.
18. The hirer is responsible for the proper **conduct** of persons using the Centre for the whole time of their occupation.
19. All events for **people under 18** must be supervised by a suitable number of responsible adults. If the bar is used, the entrance door must be supervised by at least two responsible adults at all times, and all guests must have proof that they have been invited to the event (ink stamp or wristband is suggested).
20. In the event of any person causing **nuisance, annoyance or inconvenience** to others, the hirer shall take all necessary steps to deal with the offender. The Caretaker or his representative is authorised by the Management Committee to terminate a booking in the event of disorderly conduct by the users. The hirer undertakes to give every assistance to the Caretaker in this event.
21. When the **bar** is used, the hirer must pay a returnable deposit of £100.00. All or part of this may be retained by the Centre to compensate for damage to the premises or to equipment or fittings owned by the TORCH Association, or if the number using the bar falls below the number for which the bar was booked.
22. The **bar** will close at the time stated in the licence applicable.
23. No **intoxicating liquor** other than that purchased at the Centre may be consumed in the Centre or on the surrounding property owned by the Centre.
24. Any **damage** or loss to equipment, furniture, fittings or fabric of the Centre during the time of hire is the direct responsibility of the hirer, who may be asked to give adequate restitution.
25. The TORCH Association reserves the right to **terminate any booking** for non-compliance with these conditions of use.
26. The TORCH Association reserves the right to **decline acceptance** of any booking without explanation.
27. The TORCH Association reserves the right to **cancel any occasional booking** for which a deposit has not been paid.
28. The TORCH Association reserves the right to **cancel bookings if the Centre becomes unavailable** for safety, legal or other reasons. The TORCH Association will not be responsible for any **loss incurred by the hirer** beyond the refund of any rent paid, including deposit.