

Terms and Conditions for Regular Users

The Association hopes that your class is a success and that your guests enjoy the event and our facilities. We aim to keep rules and regulations to a minimum, but there are certain rules that must be adhered to for the safety and comfort of all Centre users. Please read the following carefully to avoid any misunderstanding. If in doubt, please consult the office staff before your class/event.

1. Access to hired room(s) is from the agreed hire times only;
2. All rooms have either a standard set-up or no set-up; if you require us to set your room then an additional one hour hire charge will apply;
3. The Hirer agrees to pay fees on presentation of WACA CIO invoices, overdue invoices will incur 5% interest, monthly;
4. A register of all persons attending the group must be taken and location of fire exits and the muster point must be indicated to all those present at each event;
5. The Hirer must leave all room(s) hired in a clean and tidy condition.
6. The Hirer is responsible for notifying WACA CIO of a responsible person if the hirer is not present;
7. The Hirer is responsible for carrying out a Health and Safety check on the room(s) and must notify the Centre staff of any concerns;
8. The Hirer is responsible for ensuring that no materials are attached to the main hall partition and walls, or York Room walls;
9. The Hirer will be responsible for any damage to equipment and fixtures caused during the period of hire;
10. Invoices for room hire and equipment will be issued on 1st of each month and are payable within 30 days. Cancellations must be in writing, giving 30 days' notice;
11. If a Hirer wishes to store equipment there will be a charge. No Liability will be accepted by WACA CIO for loss and/or damage to stored goods;
12. The Hirer is responsible for ensuring that appropriate insurance cover is in place, a copy of insurance certificate is to be supplied to the office;
13. All alcohol must be purchased from the bar. No alcohol may be brought in or re-sold on the premises;
14. If operating as an Affiliated Group 2 the group leader is responsible for checking that appropriate memberships are in place to qualify for the concessionary rate of hire;
15. No activity must take place that could contravene the charitable status of WACA CIO;
16. Every group must operate within the Equal Opportunities Policy of WACA CIO;
17. Bookings will only be accepted from persons over 21 years old, if users under 21 years old then two responsible adults over the age of 25 must be present at all times;

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18. If a request is made by WACA staff to reduce the noise levels the Hirer must comply. The staff reserve the right to switch off the electrical supply to equipment and it may not be reinstated.
19. WACA will **not** be liable if equipment is damaged as a result of the above.
20. Smoke and bubble machines are **not** permitted.
21. It is the responsibility of the Hirer to ensure that all rooms hired will be used in such a manner so as **not** to interfere with or adversely affect the enjoyment of others using the premises.
22. Smoking is **not** permitted in the building and this includes e-cigarettes. Please use the front car park but do **not** exit via the fire doors.
23. CCTV is in operation throughout the building and is for the safety of staff and centre users
24. The Association cannot accept liability for loss or damage to personal belongings, or vehicles parked in the Centre's car park. All vehicles are left at Owner's Risk;
25. WACA CIO reserves the right to move regular groups to another room where necessary, particularly when works are being carried out, or when the National Blood Transfusion Service is in attendance, or when an all-day event takes precedence over a shorter booking;
26. WACA CIO reserves the right to refuse a booking without notice, and without incurring any liability to the Hirer;
27. All Regular hirings will be ongoing until the hirer gives us one month's notice of cancellation;
28. Contravention of any of these Terms and Conditions will render any agreement to hire invalid.

Please sign these Conditions of Hire as received and understood, retaining a copy for reference.

Signed by: _____ Group Name: _____ Date: _____