

## **Refresh Centre – Hire Policy**

All requests for use of Centre shall be made by completing the automated 'Booking Information' email sent by the Centre office. Once this is completed, including all equipment requirements, please email back to the office. You will then be sent Booking Confirmation with a Payment link.

The Hirer undertakes to comply with the Hire Policy and will be held liable for any damage caused by them to the Centre.

The right to decline any application for the use of the Centre facilities is reserved by the Refresh Core team and/or Trustees.

### **Payment and Cancellation**

Payment must be made at the point of booking. Payment can be made with a debit/credit card using the link in the automated Booking Confirmation. Or via BACS (details on Booking Confirmation)

**Important:** *Please remember to add 'Hire' before your Company/Hire name in the reference. Account names can differ from Hire/Company names. We must be able to identify the payment with the Hirer.*

Recurring hires can be paid a month in advance or in a termly block (i.e. a 6-week course)

In the event of cancellation, a minimum of 14 working days' notice is required. Cancellations after this time will incur the full hire charge.

### **Safety Requirements**

The Centre has a maximum capacity of 100 people, which must not be exceeded

Obstructions must not be placed in gangways or exits, nor in front of emergency fire exits, which are clearly marked.

The Hirer shall ensure all person's present have been briefed on exit procedures in the case of an emergency and shall familiarise themselves with the location of fire-fighting equipment.

Fire-fighting apparatus shall be kept in its proper place and used only for its intended purpose.

The Fire Brigade (999) must be called by the users of the Centre to any outbreak of fire, and details of the occurrence given to the Centre Coordinator.

Highly flammable substances shall not be brought into or used in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton etc.) shall be erected without prior notification to the Centre Co-ordinator.

All electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989.

Two First Aid boxes are provided by the Centre: a general one is located under the sink in the upstairs refreshment area and the other, a First Aid kit specifically for food preparation, is located in the kitchen.

The Centre is a **NO SMOKING AREA** and therefore smoking is not permitted inside the Centre.

## **Security, Set Up and Cleaning Requirements**

The Hirer is responsible for Centre security during the period of hire. The key must be collected and returned immediately before/after the hire period. The Centre should be left as found on arrival, with all equipment turned off, windows and fire doors closed, the building alarm activated, and door locked.

Unless the whole building has been hired, the Centre is available to multiple users at the same time, therefore users are requested to be courteous when arriving and leaving. The last group to leave the Centre is responsible for locking up, arming the alarm and returning the key.

The Hirer may access the Centre only during the hire period. To ensure a good flow of Centre users, Hirers must allow a minimum of 15 minutes set up and 15 minutes clean-up/pack away as part of their hiring period. For larger groups and those using tables or food 30-60 minutes is advised.

The Hirer is responsible for their own setting up of chairs, tables etc. and for leaving the Centre clean and tidy. Cleaning materials are available. Hirers are requested to keep noise levels reasonable as there are dwellings on both sides of the Centre.

## **Equipment Available**

**Main Downstairs Room:** This can be used as one large area or divided into 2 smaller areas with a mobile partition wall. This should be set up before your hire. Hirers are asked **not** to assemble the partition wall. Refresh Centre accepts no liability for accident or injury if this is ignored and you will be liable for any damage caused.

**Downstairs 1:** 40 – 50 chairs, TV Screen, PA System & DVD Player, Fully equipped coffee bar with fridge (under counter) Tea/Coffee, mugs, glasses, cups, baby change and accessible toilet.

**Downstairs 2:** 40 – 50 chairs, TV Screen, PA System & DVD Player. Small tea/coffee making area with sink. Non accessible toilet.

***Please Note: When divided, only Downstairs 1 has access to coffee bar, kitchen, accessible toilet and baby change.***

6 large tables (seats 6-8)

6 medium tables (seats 1-6)

**Kitchen:** Oven, Microwave, 2 x Induction hobs, Fridge, dishwasher, crockery, cutlery.

## **Upstairs:**

**Front Upper Room:** 10 chairs, 4 tables, TV, music system, magnetic white board.

**Back Upper Room:** 4 comfy chairs, coffee table, TV, music system, magnetic white board, other tables/chairs available by prior arrangement.

Both upstairs rooms share Tea/Coffee making facility with sink

## **Insurance**

The Centre is covered by Refresh Church Trust's Public Liability Insurance Policy.

The Centre's insurance does not extend to Hirer's liabilities. It is the responsibility of the Hirer to effect whatever insurance they require to cover their liabilities. Refresh Church Trust accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the Centre.