

Cambourne Community Centre

The Hub

Letting Conditions

1. All Users must act with courtesy to the Cambourne Community.
2. No smoking is allowed in any part of **THE HUB**. There are signed designated smoking areas outside the premises.
3. Insurance: One off events - are covered by **The Hub's** insurance policy.
Regular users must arrange own alternative insurance cover or alternatively pay an additional premium for the Trustees to insure on their behalf.
The Booking Clerk will need to see and approve the Certificate of Insurance before providing any key to the premises.
4. Hirers must comply with any instruction of **A Hub Trustees** relating to the security, maintenance, good order and Health and Safety of the Hub. All accidents must be recorded in the Accident Book which will be held in the Kitchen area with the First Aid Box and Fire Blanket.
Hirers/Users will not, without the consent of **The Hub Trustees**, introduce equipment, alter fixed installations, alter or remove fire and safety equipment, or otherwise take any action which may create a hazard for persons using the Premises.
5. It is the Hirer/User responsibility to ensure that all equipment brought into the premises meets current safety regulations. **The Hub Trustees** cannot be held responsible for any accident that involves any equipment the Hirer/User or his/her Agent has brought onto the premises. The Hirer/User must advise the Booking Officer at the time of Booking of any equipment he/she or their Agent intends to bring onto the premises.
6. There is limited storage facility available for users. Use of this storage facility is subject to separate negotiation with **The Hub Trustees**.
7. **The Hub Trustees** reserve the right to refuse to hire, or may cancel with or without notice any agreed hire, if in their opinion, such use could be detrimental to the fabric of the building or its fixtures, fittings, contents or be contrary to the principles of use for which the premises is intended.
No signage or posters are to erected internally or external to the building. Notices and decorations may only be affixed to designated notice boards. Only internal decorations approved by the prior consent of **The Hub Trustees** may be used in conjunction with totally non-damaging fixings e.g. "White Tac"
8. The Hirers shall not do, or permit, nor suffer to be done on the premises or within the curtilage of its boundaries including the car park, paths and surrounds anything which may invalidate the insurance of the premises or increase the premium of such insurance and/or which may cause a noise or be of annoyance to the general public or occupiers of surrounding properties.
9. It is the responsibility of The Hirers to ensure that all lights and electrical appliances are switched off and all equipment and kitchen facilities are properly cleaned prior to vacating the premises.
10. It is the responsibility of The Hirer to ensure that all external doors are locked and securely fastened. On exiting the premises the alarm code should be set. Hirers will receive this code on booking. The code number is not to be divulged to any other person, and will be changed regularly.
11. If the Hirer chooses to hire only one room in the Hub, and the other room is let to another, then both Hirers must have a mutual agreement between them to share the use of the kitchen.

12. All use of The Hub premises and facilities is subject to the users accepting responsibility, for returning furniture and equipment to their original placing and to leaving the premises and grounds in a clean and tidy condition. This will include sweeping up and wiping surfaces as necessary. If the premises and grounds are not left in a satisfactory condition, regular user groups will be charged staff time to bring the premises up to the required standard or in the case of a single hirers the deposit will be forfeit. Persons hiring the premises will be held liable for any damage to buildings, furniture or other property that is caused due to this hiring, and a claim for repair or replacement of such buildings, furniture or other property will be made. Please report in all damage in writing to the Booking Clerk.
13. Litter, rubbish and all waste must not be left in or about the premises and grounds; all rubbish must be removed and placed in appropriate waste containers at the end of any function or event. No perishable foods are to be left on the premises. If the premises are left in a condition where rubbish or litter needs to be cleared by staff, the user group will be charged for the clearance or in the case of single hirers all or part of the deposit will be forfeited.
14. The Hirer is responsible for all conditions of hire.
15. The Hirer and group leaders must familiarise themselves with the Fire Proceedings on arrival at The Hub premises
16. The Hirer is responsible for First Aid, Fire Safety, including evacuation to designated areas, and the security of the premises. Fire exits must not be locked or obstructed. Regular user groups are to nominate a key holder who will take responsibility for all activities under the name of that group. That person will be given a key to keep and this will be signed for. They will also be the nominated person for setting the Alarm.
17. The Hub Trustees and the Parish Council do not accept any responsibility whatsoever for loss of personal belongings, money or articles of any description belonging to the hirer or any person attending the HUB. Cars and their contents are left at owners risk in the Public Car Park. In all cases users of the HUB should avoid undue noise on arrival and departure.
18. No animals are allowed on the premises, except in the case of trained assistance dogs.
19. Hirers and organisers of events in The Hub are responsible for ensuring that the noise level of their functions is such that it does not interfere with other activities within the building nor causes inconvenience for the occupiers of nearby houses and property.
20. All groups involving children must submit their Child Protection Policy to the Booking Clerk at the time of booking. They must ensure that the correct ratio of adult leaders to children is maintained at all times. Adults should be CRB checked as required. The Hub Trustees reserve the right to see the Disclosure Documents at any time.
21. No group should exceed the numbers as laid down by the Fire Officer/Licensing Authority which are: In the main hall 300 informally but only 150 if closely seated and 50 for the Meeting Room. These numbers must NOT be exceeded.
22. All bookings must be made through the Booking Clerk designated by **The Hub Trustees**.
23. The sale of Alcoholic drinks requires a licence and **The Hub Trustees** reserve the right to approve the Licence holder.
24. Each booking where the provision of Alcoholic drinks is requested needs to be approved by **The Hub Trustees**.

All enquiries should be addressed to the Booking Clerk; **Mandy Crabb 01954 203 187**