

Conditions of Hire

Booking fees

- Full payment of the Booking Hire & Refundable deposit must be made no later than 7 days before the hire date in order to secure a booking
- Bookings cancelled more than 21 days of the hired date will not incur any penalty.
- Bookings cancelled within 21 days of the hired date will incur a charge of 30% of the Booking Hire fee. Refundable deposits will be repaid in full.

Safeguarding

- If you are an organisation hiring a room(s) and the booking includes children/young people under the age of 18 we require to see a copy of your Safeguarding policy.
- If you are a family group hiring a room(s) and the booking includes children young people under the age of 18 you must abide by our Safeguarding policies (please request a copy)

Catering

- To have access to in-house catering, TaB Centre must be informed of final catering requirements one week before the day of hire.

Clearing-away& Refunds

- All hired equipment must be returned undamaged and signed in by a member of staff
- The Hirer is liable for any loss or damage arising from the hiring therefore the costs of damage to the room or hired equipment will be deducted from the Refundable Deposit.
- Leaving after the end time will result in an additional fee of £30 deducted from the Refundable Deposit
- The hirer must ensure the room(s) used is left in a clean and tidy condition and all their personal property and refuse is removed before the end of the booking, otherwise an additional charge may be made.
- TaB Centre reserves the right to reclaim the cost of any extra cleaning required.

Public performances

- If costumes or scenery are used at a performance, an occasional stage play licence must be obtained and presented to TaB Centre before the event is permitted to take place.
- All scenery, curtains, draperies and decorations must be rendered non-inflammable to the satisfaction of the local authority or appropriate body.
- The Hirer must comply with statutory provisions and the regulations of the local authority or appropriate body including the inclusion of any part of the regulations in any published programme.

General Conditions of hire

- Bookings will not be accepted for groups wishing to use the premises for the purposes of non-Christian worship or prayer.
- No alcohol is permitted inside the building or within the boundary of the car-park. Contravention can result in a termination of the booking.
- TaB Centre shall only be used for the purposes stated on the Booking Application Form.
- The Hirer may not sub-let TaB Centre or any part of it.
- Publicity Notices for your group may only be posted on our notice board with prior arrangement of the TaB Centre.
- TaB Centre is not responsible for any loss, theft or damage to property nor is any liability accepted for loss of money or valuables.
- The Hirer is responsible for all insurances & licenses and for conducting their own Health & Safety assessment to ensure the room(s) is suitable for the purpose.
- Respect our residents. Hirers must ensure that no excessive noise emanates from TaB Centre. TaB Centre has authority to take all necessary steps to see that this stipulation is complied with. All activities are to be confined to the halls and are not to extend outside the buildings.
- Cars are to be parked to the satisfaction of TaB Centre. No parking is allowed in the access area in front of the Sport Hall

Trinity-at-Bowes Methodist Church reserve the right to change any of these terms of hire at any stage.