Shap Community CIO (Charitable Incorporated Organisation) –
Registered Charity No: 1160966
Terms and Conditions for use of the Old Courthouse

Introduction

This agreement is to ensure the effective hiring of the **The Old Courthouse** for both regular user groups and private **Hirers** and to provide safeguards to users and the local community.

All persons hiring / using **The Old Courthouse** or taking part in activities are expected to comply with the terms and conditions set out in this document. The term **HIRER** shall mean an individual **Hirer** or, where the **Hirer** is an organisation or group, the authorised representative.

Shap Community CIO welcome enquiries and requests for the use of rooms. Acceptance of a booking is at the discretion of the **Trustees**.

Definition of Terms

The terms 'us', 'we', 'our' and other similar terms refers to Shap Community CIO and/or The Old Courthouse.

The term 'you', 'your', 'user' and other similar terms refers to the Hirer.

Booking Enquiries

The **Hirer** must be aged 18 years or over.
Email: *admin@theoldcourthouse.org* to make enquiries or check availability.
On receipt of an enquiry a member of our management team will contact you to;

- discuss booking requirements
- advise you of fees
- advise you of access and set up arrangements
- take invoicing details and agree the payment method
- provide you with a copy of our Terms and Conditions and Booking Form

Your booking will be confirmed on receipt of a completed Booking Form.

Fees

Organisations/Commercial

Time needed to set up or clear up equipment in excess of 15 minutes before or after the session should be included in your booking period. Please discuss your requirements with us to gauge suitability of room size.

Current charges are:
NB: WiFi access is available in all rooms
Business Room with adjacent kitchen facilities - £12 per hour or £60 per day (up to 8 people)
Community Room with kitchen facilties within the room - £12 per hour or £60 per day (up to 25 seated)
Library Room - computer access, ceiling mounted digital projector, drop-down screen, access to kitchen included - £14 per hour, £80 per day
seats up to 50 for talk/fim screening, tables available
Exhibit A Gallery exhibition space, versatile area, price on approval
Payment within 14 days of invoice, please.

Non- for -Profit /Social groups at the discretion of the Trustees

Donations for Room hire (Terms and Conditions apply).

All **Hirers** must designate a responsible adult who will be present throughout their hire and can supervise evacuation in case of fire (see below). Regular users will be asked to give full details of the key holder and confirm the dates of their bookings quarterly. They will be invoiced quarterly. Please keep the administrator up to date with the name of the appropriate person to deal with the invoice. Casual **Hirers** may be invoiced at the time of booking.

Please note the Old Courthouse is run by volunteers and we would appreciate notification of any changes in booking arrangements as soon as possible email: admin@theoldcourthouse.org.

Access

Arrangements for access will be made at the time of booking. All the rooms are accessible on the same level but, owing to regulations, there are a number of fire doors to be negotiated. One toilet is wheelchair accessible and also has a baby changing table.

Kitchen facilities

Hirers may use designated kitchen facilities to prepare drinks and light refreshments. Crockery and cutlery must be washed up and put away after use. If you want to bring your own provisions please do so otherwise please discuss your requirements with us in advance. Beverages and food in the refrigerator and certain cupboards is the property of designated user groups.

Shap Community CIO Policies and Procedures

Full copies of all our policies and procedures are available on our website

Shap Community CIO would like all users to enjoy the facilities and activities of the **The Old Courthouse**. To achieve this, we expect **Hirers** to adhere to the following policies

COVID: We ask users adhere to any additional guidelines relevant at the time of hire that are issued by the Trustees in compliance with Government advice.

Equality & Diversity: **Shap Community CIO** would like everyone to enjoy the friendship and facilities of **The Old Courthouse** and expect that all users of the building will treat each other with dignity, respect and consideration.

Safeguarding: **Hirers** may be required to demonstrate that they have in place policies that comply with all safeguarding requirements and legislation in respect to children, young people and adults in need of care and support. (see statement on booking form).

Hirers must ensure that all children and young persons under the age of 18 are supervised at all times by an appropriate adult.

Fire Safety: Hirers should appoint a responsible person to be in charge of the evacuation of the building in case of Fire *(Instructions are issued to **Hirers**).* At the beginning of any hire they should draw the attention of the attendees to the Fire Exit Routes shown on the diagrams posted around the building.

Fire doors must not be propped open at any time.

Fire exit routes must be kept clear at all times.

Hirers must ensure that any electrical equipment brought in to use in connection with the hiring has been suitably tested by a competent person.

LPG substances or other combustible substances should not be brought into the building.

The use of candles or naked flames are not permitted.

Internal decorations or items of a combustible material must not be placed near heaters or light fittings.

Health & Safety: Hirers must exercise a duty of care for the health, safety and welfare of all persons using **The Old Courthouse**, reporting any accidents and dangerous occurrences/ issues to **Shap Community CIO** as soon as possible and completing the relevant section in the accident book.

Any failure of equipment at **The Old Courthouse** must also be reported as soon as possible.

The **Hirer** should familiarise themselves with the location of the First Aid Kit and Evacuation Plan

Supervision During the period of the hiring the **Hirer** is responsible for;

- supervision to prevent any damage to the premises, the fabric and contents
- the behaviour of all persons using the premises whatever their capacity
- supervision of responsible car parking
- taking measures to prevent any disorder or excessive noise that may be to the detriment of residents or other users.

The **Trustees** reserve the right to immediately terminate any booking involving inappropriate use of the facilities.

Music: we hold **PRS** and **PPL** licences to permit performance of music.

Film: The **Hirer** must obtain relevant public screening licences to display films if required.

Photographs: Anyone taking photographs during the course of a room hire activity must have prior permission of all those present.

Health and Hygiene: The **Hirer** shall, if preparing, serving or selling food, ensure all relevant food health and hygiene legislation and regulations are adhered to.

Alcohol: Alcohol (other than bottled raffle prizes) may not be bought or sold on the premises without the permission of the **Trustees**.

Smoking, Vaping: The Old Courthouse is a community building and smoking or vaping within the building are not permitted.

Stored equipment: Shap Community CIO accepts no responsibility for any equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring.

Animals: Well behaved dogs will be allowed provided they are kept under control. Animals are not allowed in the kitchen areas at any time. We ask that users of the building be mindful of the fact that not everyone is comfortable with dogs.

Care of the property

Hirers are not permitted to display notices or illustrations on any wall surface. Notices may be left at the Reception Desk and will be displayed on the notice board in the porch if there is sufficient space and they are deemed appropriate.

Hirers are expected to leave the premises clean and tidy. Those using the Community Room are asked to take particular care to leave the floor clear of debris as several groups' activities involve sitting on the floor and/or moving around without shoes. A vacuum cleaner is available for use.

On leaving please ensure that any taps are turned off and that lights are switched off in all rooms including toilets, corridor and the entrance porch. Please ensure all outer doors are secure and that windows are closed.

Volunteers of the building check regularly that the toilets are in good order and are supplied with toilet paper, handtowels and soap. In the event of any of these running out supplies are kept in the Ladies Toilet.

Any damage or breakages must be reported to a member of the management team and made good by the **Hirer**.

Car Parking Parking is available in the forecourt. There is one designated disabled parking space. **Shap Community CIO** will not to be held responsible in the case of personal injury, loss or damage to cars being left in the car park, or other items, which are the owners' responsibility. Additional parking is usually available in the Public Car Park across the road.

Insurance: The Old Courthouse premises are fully covered by insurance. A current certificate of insurance is displayed on a notice board in the library. Others using the building must ensure that they have the necessary insurance which would cover any public liability or employers liability claim made against them in respect of any activity that they are responsible for and for any equipment which they bring on to the premises.

Cancellation

- For any booking cancellation made within 3 days prior to the event taking place invoicing will be at the discretion of **Shap Community CIO**.
- **Shap Community CIO** reserves the right to refuse or cancel a booking at any time due to unforeseen circumstances without notice. The **Hirer** shall be entitled upon such notice to reimbursement of the deposit or a proportion of the same as have been paid by the **Hirer**.

Complaints

Any complaints should be made in accordance with **Shap Community CIO's** Complaints Policy and Procedure.