

**The Hillcrest Community Centre  
CONDITIONS OF USE AND HIRE**

**VENUE**

In all correspondence, advertising and publicity, users must refer to the venue as the Hillcrest Community Centre, Bay Vue Road, Newhaven, East Sussex BN9 9LH.

**REGULATIONS**

- (a) All users are bound by the regulations governing use of the accommodation, which are deemed to be incorporated in these conditions. The Hillcrest Community Centre will be open to all members of the community, regardless of race, gender, sexual orientation, age, disability, religious or political belief or marital status.
- (b) The Hillcrest Community Partnership Ltd may refuse an application to use the Community Centre's facilities if the use by a particular association or individual presents a risk of public disorder.

**BOOKINGS**

- (a) Provisional bookings will only be accepted and held open for a period of 10 days, during which time the Hirer must complete an official booking form and deliver the same to the Hillcrest Community Centre Reception office or email to [info@hillcrestcentre.co.uk](mailto:info@hillcrestcentre.co.uk).
- (b) All arrangements for the use of the Centre facilities are subject to Hillcrest Community Partnership Ltd reserving the right to cancel or re-schedule bookings when the premises are required for use as a Polling Station or Blood Doning Session or Emergency Civil procedures. Hirers should refer to current schedule of hire rates.
- (c) The Hirer is not permitted to sub-hire or assign use of any part of the premises, nor is the hirer permitted to use any part of the premises not included in the hire agreement, except those parts open to all Community Centre users.
- (d) Invoices will be sent out to hirer in advance of booking date and payment should be made within 30 days of invoice sent.
- (e) Booking can be made by telephone, in person, e-mail and advance bookings will be accepted but all bookings will be considered provisional until the booking form is returned duly signed.
- (f) Alcohol can only be brought onto the premises when consumed with food, no alcohol is allowed to be sold on the premises unless you have a alcohol licence.
- (g) NO bouncy castles allowed on the premises, indoors or outdoors.

**CANCELLATION BY THE HIRER**

If the hirer shall cancel within 14 days of the Hire date and the Hillcrest Community Partnership Ltd is not able to secure a reletting of the accommodation, the Partnership will charge as previously invoiced and if the sum is not paid within 14 days of the Hire date, then interest rates shall apply.

**CANCELLATION BY THE HILLCREST COMMUNITY PARTNERSHIP LIMITED**

- (a) The booking shall be accepted by the Hillcrest Community Partnership Ltd on the basis of the information supplied by the Hirer on the booking form and should any of the information as to proposed use, maximum numbers of persons or any relevant factor which was taken into account by the Hillcrest Community Partnership Ltd in considering the application for Hire, be found not to be correct in all respects, then the Partnership reserves the right to cancel the booking.
- (b) If for reasons beyond the Partnership control, the Partnership is unable to provide the facilities on the hire date, then the Hillcrest Community Partnership Ltd shall cancel the booking and all hire charges shall be refunded and that shall be the extent of the Partnership's liability.

**PERSONAL INJURY**

- (a) The centre accepts no liability for injuries sustained through unauthorised use of any facility or equipment in all areas of the premises. All users should ensure that they follow guidelines, restrictions or instructions given, either verbally or in writing when using the centre/equipment in the centre and all areas of the premises.
- (b) The cost of making good any damage caused by a breach of the Conditions for Use & Hire, shall be determined by the Hillcrest Community Partnership Ltd, whose decision shall be final and such costs shall be payable by the Hirer within 14 days of being sent a written demand for payment.

**LOSS OF/OR DAMAGE TO PROPERTY**

The centre accepts no liability for loss of, or damage to the user's property or equipment within all areas of the premises. All users should ensure that they follow guidelines, restrictions or instructions given, either verbally or in writing when using the centre and in all areas of the premises.

**EXITS AND ENTRANCES**

All emergency exits shall be kept permanently unlocked during the period of hire and the Hirer shall not close or block any other entrances or exits to the Hillcrest Community Centre (internal or external).

**LOTTERIES, RAFFLES AND GAMING**

No gaming, betting games or lotteries shall be carried on, or allowed to be carried on in the Hillcrest Community Centre, except those games made lawful by the Betting Games and Lotteries Acts, and then only if the appropriate statutory provisions are complied with.

**HEALTH & SAFETY**

Hirers must abide by the Health & Safety rules, which are displayed in the Hillcrest Community Centre and shall be responsible for the safety of all personnel taking part in their activities. Any injury or accident occurring on the premises must be reported to the Community Centre Office where the incident must be reported into the relevant Accident Book. Any electrical equipment brought into the Centre by you should be PAT tested and hold a current certification. The tenant or room hirer is responsible for their own electrical equipment. Parquet flooring may be slippery.