



READING COMMUNITY LEARNING CENTRE: ROOM HIRE & CANCELLATION POLICY

ROOM HIRE

The Centre will apply the following **guideline charges** for 2011/ 12:

Voluntary organisations/community groups: £10-12 per hour
Statutory and commercial organisations: £15-20 per hour.

The charging system will be flexible, and the Centre Manager will have discretion to reduce the rates when appropriate, especially for smaller partner organisations and initiatives that support the centre's core business.

Bookings will be taken at the Centre Manager's discretion.

Single date hire will incur a £10 non-returnable deposit, due with application.

CRECHE HIRE

A staffed crèche may be available to support some activities. Requirements will be discussed with the Centre Manager. The crèche caters for babies and children from 3 months to 5 years and can take up to 14 children. Places must be booked in advance so that the crèche can be staffed appropriately. There are strict legal regulations on numbers using the crèche and the centre manager and crèche supervisor reserve the right to enforce the regulations. An application form must be completed for each child accepted in the crèche.

The crèche cannot be booked for use by children without RCLC staff, and it is not normally available for older children.

Crèche charges (includes room hire):

Voluntary organisations/community groups: £100 per hour
Statutory and commercial organisations: £150 per hour

CANCELLATION CHARGES

Cancellation of bookings must be made in writing and will be subject to a cancellation fee if less than one month's notice is given.

Charges will be as follows:

- Cancellations notified before the start of term or more than 4 weeks before the booked dates: no charge
- Cancellations notified 2 - 4 weeks in advance: 10% of fee
- Cancellations notified 1 - 2 weeks in advance: 50% of fee (voluntary & statutory organisations & partners) or 100% (commercial organisations)
- Cancellations notified fewer than 7 days in advance will incur the full hire charge

Cancellation of booked crèches will be charged at the following rates:

- Cancellations notified before the beginning of term: no charge
- Cancellations notified after the start of term, but more than 2 weeks in advance: 25% of fee
- Cancellations notified fewer than 2 weeks in advance: 50%
- Cancellations notified fewer than 7 days in advance: 100% of fee.

CONDITIONS OF HIRE

All applications for hire must be made in writing on the RCLC application form. No letting will be confirmed without an official written response from RCLC. Hirers must state the purpose of the booking. Bookings may be refused if they conflict with the aims and objects of RCLC. All bookings are subject to the times stated on the booking form. Hirers may use only the accommodation they have booked.

The hirer is responsible for any loss or damage to the building, fixtures, fittings, contents and décor during the let.

RCLC reserves the right to bill additional charges as a result of any damage caused during the let.

Failure to pay any accounts within the time required will result in no further availability of premises until the account is paid.

The hirer is advised that RCLC can accept no responsibility in respect of loss or theft of articles from the premises during the let or any articles left on the premises at any time.

The hirer is advised to take out appropriate insurance to cover loss or damage of property belonging to themselves or members of the public and to cover death or injury of persons in the building during the period of hire.

When an event is open to the public, the hirer is required to take out at least public liability insurance and the premises are let on the understanding that this will be done.

The hirer must indemnify RCLC against any loss or damage as described within these conditions.

HEALTH AND SAFETY

If a hirer is operating any portable electrical appliance not provided by RCLC this equipment must have a valid portable appliance test label or certificate. If the valid label or certificate is not available then this equipment will not be able to be used.

The hirer is responsible for ensuring that all gangways, doorways, stairways, exits, emergency exits and entrances are kept unobstructed at all times.

Hirers must make themselves aware of Fire Regulations and procedures in force and as outlined in the fire evacuation notices displayed at the Centre.

No explosives, highly flammable spirits or liquid gas containers shall be brought into the building and the use of naked lights in any part of the building is strictly prohibited.

In the event of an accident within the premises the lessee must report the incident immediately to the manager and an accident report form must be completed and returned as specified on the form.

All hirers must leave the premises in a clean and tidy condition. Failure to comply may result in additional charge to cover cost of additional cleaning.

There is a no smoking policy in force at RCLC. Hirers are requested to ensure that smokers do not smoke inside or outside in the vicinity of the building.

PERFORMING RIGHTS SOCIETY / PHONOGRAPHIC PERFORMANCE LTD.

The hirer must comply with all the Performing Rights Society regulations .

The hirer will obtain any necessary licenses from the Phonographic Performances Ltd in respect of use of sound recordings and indemnify RCLC against any breach of copyright during the let.

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