

**THE PEEL CENTRE CHARITABLE TRUST CIO (the "CIO")**

**Conditions of hire – to be retained by hirer**

**1 Information**

**1.1 Seating capacity**

Edward Lucas Hall: includes use of first floor servery

- Maximum of 80 persons plus 20 in the balcony: or
- 12 tables seating 72 people.

Thomas Taylor Hall: includes use of ground floor servery

- Maximum of 50 seated; or
- 8 tables seating 48 people.

Dr Fletcher Room:

- Maximum of 25 persons seated; or
- 15 committee style.

**1.2 Broadband**

- a) The CIO installed a free Wi-Fi system for the use of hirers, throughout the building.
- b) Instructions for connecting are on the notice boards in each room.
- c) If there are any problems with the connection or use of the Wi-Fi, please see the notice board for contact.

**1.3 Use of equipment**

Hirer's requiring use of either the microphone, spotlighting or stair lift should make an appointment to see the Building Manager, regarding the location and operation of the equipment.

**1.4 Rights reserved by CIO**

- a) The CIO reserves the right to refuse any application for the use of the Building or to cancel any letting in which event any fees will be refunded.
- b) Subject to this, all claims, statutory or otherwise are excluded.
- c) The CIO will not accept responsibility for any loss, which the hirer may have, or contend he has suffered, as a result of cancellation.
- d) Hirers who are committed to generating income from the hiring may wish to consider insuring against possible loss.

## **2 Hirer's responsibilities**

### **2.1 Payment of hire charge**

- a) Confirmation of a booking is sent to the hirer once a booking has been made.
- b) An invoice is sent to a hirer as follows:
  - i. For one-off bookings: the invoice is issued immediately when the booking has been confirmed;
  - ii. Where a booking date is less than 30 days ahead, at the time of booking, then payment is due by return;
  - iii. For ongoing/recurring bookings: the invoice is issued at the beginning of the month prior to the month before the event occurs.
- c) Invoices must be paid within 30 days of receipt, EXCEPT where a booking date is less than thirty days ahead, then payment is due by return.
- d) Payment is to be made by cheque or BACs; if payment is to be made in cash, please deliver cash or cheque through the Peel Centre letterbox, in an envelope labelled with the following information:
  - i. full name of organisation;
  - ii. name and contact number;
  - iii. date and time of event that you are paying for; and
  - iv. amount enclosed
- e) Please make cheques payable to the "Peel Centre"
- f) The hirer will be liable for the total hire charge if he/she subsequently cancels the booking;
- g) However, if the cancellation occurs more than twenty-eight days prior to the date of the function the liability of the hirer shall be limited to 50% of the total cost.
- h) **ALL HIRE CHARGES ARE SUBJECT TO REVIEW WITHOUT NOTICE**

### **2.2 Hiring for Commercial Use**

**Hirers for commercial use are required to have in place their own public liability insurance cover of £5 million, which is the value required for the CIO. Details are to be given when the booking is made.**

### **2.3 Access**

The hirer must ensure that all passages, courts, ramps etc. to which the public have access, and any of which lead to outside premises, shall be kept free from obstruction at all times when members of the public are in the premises.

### **2.4 Keys**

- a) **IMPORTANT NOTE** In order to collect the keys to the building, you need to arrange an appointment to meet the Building Manager.
- b) Keys to the Building must be returned in an envelope through the Peel Centre letterbox on conclusion of the hire.

- c) The loss of a Building Key will incur a cost of £45.00.

## 2.5 Tidy away chairs and tables and other equipment used

The Building Manager is only employed 1 hour each week day and therefore each hirer is requested to lay out their own chairs and tables and tidy these away so that the room is ready for the next hirer.

## **2.6 Lights/Heating**

- a) On leaving the building, please ensure all lights and taps are turned off, turn heating temperature to original, shut windows, lock and bolt doors (where necessary).
- b) Means of illumination adequate to enable the public to see their way out of the building shall be kept on at all times when the public are in the premises.
- i. In those parts of the building to which the public are admitted; and
  - ii. For the illumination of all notices indicating exits for use by the public in leaving the Building.

## **2.7 Responsible Person**

- a) The hirer will need to identify a person over the age of 21 years to be in charge of fire precautions and responsible for the maintenance of public order during the period that the Building is hired.
- b) The Responsible Person must remain in the building during the period of the hire of the Building.

## **2.8 Housekeeping Matters**

### **2.8.1 Fire precautions:**

#### **a) Means of Escape:**

- i. Seating shall be arranged so as to allow free access to the exits at all times.
  - ii. In the event of a fire, the Stair lift is not to be used to evacuate the building and use is to be made of the Evac chair, located by the Emergency stairs and by the Main Entrance.
- b) Any scenery, drapes, properties or decorations brought into the Building shall be on either inherently flame-retardant materials, or be rendered so, and maintained in this condition.
- c) Highly inflammable and readily ignitable materials such as paper, celluloid or cotton wool must not be used.
- d) At least one attendant, instructed by the hirer, shall be on duty to assist persons in entering and leaving the Building.
- e) The attendant shall be instructed by the hirer in the safety precautions to be observed insofar as those precautions relate to the attendant's duties and in the action to be taken by the attendant in the event of fire or other emergency.

#### **These instructions will be exhibited in the Building.**

- f) NB Authorised Officers of the Fire Service and Trustees or agents of the CIO of the Building shall have free access to all parts of the premises at any time when a function is in progress.

### **2.8.2 First aid kit**

There are two First Aid Kits, one in each servery. Any accident is to be recorded within the comment book on the window-cill in the Ground Floor servery.

### **2.8.3 Smoking Prohibited**

The hirer shall be totally responsible for the observance of the prohibition of smoking, which includes e-cigarettes, within The Building. SMOKE DETECTORS ARE FITTED THROUGHOUT THE BUILDING.

### **2.8.4 Personal Possessions**

- a) The hirer must make his/her own arrangements regarding the care of clothing and personal possessions left in the Building.
- b) The CIO will not be responsible for any damage, loss or theft.

### **2.8.5 Vacation of Peel Centre**

The Building must be vacated no later than 11.45 pm.

### **2.8.6 Condition of Peel Centre**

- a) Every effort is made to make the Building available in a clean and tidy condition.
- b) Please ensure that you leave it as clean and tidy as you would wish to find it.

### **2.8.7 Damage & Cost of Repairs**

- a) The hirer shall be totally responsible for the cost of repairing or otherwise making good any damage, or loss caused to the Building (including crockery, stair lift or boiler) during the letting.
- b) No screws or nails of any kind are to be driven into the floor or walls, nor are drawing pins, sellotape or other fixatives to be used on doors or walls for any purpose.
- c) PLEASE USE NOTICEBOARDS PROVIDED.
- d) The hirer shall inform the the Peel Centre Trustees of any damage when they return the keys via the letterbox, or advise them using the email address: [DronfieldPeelCentre@outlook.com](mailto:DronfieldPeelCentre@outlook.com).

### **2.8.8 Liquor**

- a) No intoxicating liquors shall be sold in the Building unless notice has been given to the CIO. Local Organisations organising their own bar will be responsible for obtaining a Temporary Event Notice (TEN Notice) from the North East Derbyshire District Council for the sale of intoxicating liquors.

- b) In cases where intoxicating liquor is sold the person to whom the TEN Notice is granted must ensure that two lists are exhibited IN CONSPICUOUS POSITIONS showing the prices to be charged for drinks and a copy of the TEN Notice.

### **2.8.9 Electrical appliance safety**

- a) The hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, i.e. either PAT tested or connected through a circuit breaker, and used in a safe manner in accordance with the Electricity at Work Regulations 1989 and any subsequent legislation.
- b) The CIO cannot be held responsible for any failure with the electricity supply due to the use of faulty equipment.

### **2.9 Indemnity**

The hirer shall indemnify the CIO against all actions, claims, damages, costs, demands and expenses in respect of loss of, or damage to, goods or injury to persons on the premises of the Building, or entering or leaving the same, in connection with the purpose for which the Building is hired, howsoever occurring or caused, which may be brought or awarded against, suffered, sustained or incurred by the CIO and occurring or arising during the time that the Building is being used or prepared for use by the hirer.

### **2.10 Noise/Disturbance**

IT IS A CONDITION OF THE CIO'S LICENCE THAT NO NEIGHBOURS ARE DISTURBED BY NOISE. PLEASE ENSURE THAT PEOPLE LIVING ON THE HIGH STREET ARE NOT DISTURBED BY NOISE FROM YOUR FUNCTION.

### **3 Privacy Notice**

The latest privacy notice is available on the website.