

## SUMMARY OF HIRING OF ROOMS

- Throughout these conditions the word "Council" means the Shropshire Council and the word "Centre" means the Gateway Education and Arts Centre.
- The Council reserves the right in their absolute discretion to cancel this letting without notice and without being liable for any consequences of the said cancellation if the Centre is required for municipal or other public purposes.
- A cancellation charge of 25% of room charge will be made if more than two weeks' notice is given, otherwise a full charge will be payable.
- No naked light will be permitted, nor shall any electrical connections for additional appliances be made without prior approval in writing from the Council.
- Authorised person to sign and collect room key. Key to be returned to reception after session finishes.
- The doors of all rooms and the corridors and passages must be kept clear of all obstruction.
- Hirers are responsible for undertaking risk assessments for their activity.
- Hirers will be responsible for following emergency fire procedures, should a fire occur.
- Hire periods include time for preparation and clearing away afterwards. It is essential that the times of entry and departure are strictly observed.
- No nails, tacks, screws, drawing pins etc. shall be driven into the walls or boarding, nor shall any notices be pasted or affixed thereto without the previous consent of the Centre Manager.
- Hirers will be responsible for making good any damage done to the premises furniture or equipment.
- All hirers must provide proof that they have Public Liability insurance cover to indemnify the Council against loss or injury arising from the booking.
- Insurance is available through the Council's insurers at a cost of 12% of the overall booking charge.
- A safety certificate confirming that portable electrical appliances have been tested must be provided for any electrical equipment brought onto the premises.
- Hirers are responsible for providing a first aid trained leader and first aid equipment.
- The Council shall not be responsible for any claims for personal injury resulting during the period of hire except where this is caused by negligence of the Council, its officers or servants and the hirer shall indemnify the Council against any claim for personal injury or death caused by the negligence of the hirer.
- If the Centre is required for concerts or for dramatic musical or film entertainment or if optical projection of any kind is used, the hirer shall ensure that where necessary:
  - Consent has been obtained from copyright holders.
  - The requirements of the Licensing Authorities have been met e.g. all gangways, passages and exits to be kept clear, and no more than the permitted number of people to be allowed in any room.
- Where the Centre is required for the holding of displays and/or exhibitions, no liability shall attach to the Council for any loss or damage sustained to any item or exhibit during the hire period and the hirer shall take out such insurance cover as is appropriate.
- No animals, except guide dogs, are allowed in the Centre.
- Smoking is not permitted on the premises.