

Terms & Conditions of Hire at CLaRC Wimborne

1. Dorset Community Action will keep the contact details you provide on file for the purposes of:
 - Recording and processing bookings.
 - Recording and Processing financial records. These records may include booking details and associated communications. These will be kept for 7 years in accordance with FSA guidelines.
2. Dorset Community Action's privacy policy can viewed via this link
<https://www.dorsetcommunityaction.org.uk/privacy-policy>
3. Dorset Community Action will keep the contact details you provide whilst your booking is current. Customer records will be audited annually and any dormant records removed.
4. Dorset Community Action will keep the contact details you provide and may contact you about future events and/or any special offers at the Centre. If you do not wish to be contacted for this purpose please email alison.cross@dorsetcommunityaction.org.uk
5. Booking requests made directly through Hallmaster will remain provisional until confirmed by a member of CLaRC staff.
6. All hirers are advised that they must have their own liability insurance.
7. Arrangements for the supply of goods & services must be made directly with centre staff.
8. CLaRC is a non-smoking building. This includes the use of electronic cigarettes.
9. There is no visitor parking on site. Unauthorised parking by attendees/trainers may result in additional charges for the hirer.
10. For all customers, payment will be due upon receipt of invoice. Dorset Community Action does not offer credit facilities.
11. All requests for room bookings must be confirmed in writing, (an email is acceptable)
12. The facilities are available to hire during the following time periods;
Monday – Thursday 0900-2130
Friday 0900-1600
The facility must be vacated at the time agreed or additional charges will be payable.
13. The hirer shall be responsible for paying all charges arising from the booking including any cancellation fees for both room hire and where applicable catering.
14. If a confirmed booking is cancelled within 4 weeks of the date booked a cancellation fee may be charged.

2-4 weeks notice, 50% of the room hire charge will be payable
0-2 weeks notice, 100% of the room hire charge will be payable

15. Seven days notice is required for all catering requirements
16. Dorset Community Action reserves the right to alter pricing and/or booking details without notice. Only prepayment will avoid any subsequent increases. The hirer may only use premises for the activity described on the booking form.
17. The arrangement of external catering is strictly prohibited, unless by prior agreement. For which a small charge may be levied.
18. The hirer is responsible for the fabric of the room and must leave it as they find it. Any damage caused will be charged for.
19. Hirers are encouraged to run through issues of health & safety prior to their event. A member of staff will be happy to advise if required. For bookings that include persons under the age of 18, those that are pregnant and/or breastfeeding there may be additional health & safety implications for which the hirer is responsible. Additional information can be found at www.hse.gov.uk
20. In order to comply with insurance requirements all fire doors must not be wedged/propped open
21. Hirers are responsible for noting the attendance to their event suitable for roll call purposes in case of an emergency.
22. In order to comply with current legislation, it will be necessary to have two full fire evacuations without notification per year.
23. The hirer is responsible for notifying the Centre of any additional health & safety hazards generated by their activity.
24. The hirer shall be held responsible for insuring all equipment brought onto the premises and for any damage caused to the property by any person.
25. The hirer shall ensure that all equipment brought into the centre has been safety tested/inspected.
26. Dorset Community Action will not accept any responsibility for injury to persons or loss/damage to property/income whilst in the grounds of the Centre other than when injury or damage/loss can be attributed to negligence on the part of Dorset Community Action's staff.
27. The hirer is responsible for the behaviour of their attendees whilst in the centre. Inappropriate/unacceptable behaviour will be logged by centre staff. As a hirer this should be reported using your own protocols.

28. The hirer must be the user of the facility. No organisation or individual may hire or sublet on behalf of a third party.
29. Where new customers undertake activities which are incompatible with concurrent bookings, the Management reserves the right to decide the outcome of future bookings.
30. Anyone found contravening any of these terms and conditions may be asked to leave the premises immediately.
31. The Management reserve the right to decline any booking.
32. In the interpretation of these terms and conditions, the decision of the Centre Manager will be final
33. Current prices & up to date terms and conditions can be found on our website dorsetcommunityaction.org.uk