



Customer Agreement & Record for Hire at Wimborne Community Centre

Group Name
Contact Name
Telephone number
Postal Address
1- Email to which you'd like your booking confirmations sent 2- Email to which you'd like your invoice sent
Are you a business/charity/community group/statutory body? <i>(please delete as appropriate)</i> Registered Charity No. if applicable
Please state for what purpose the room is being hired (please tick all that apply) Class Group Activity Meeting Other* *please specify
I can confirm that my organisation has public liability insurance of at least 1,000,000 We are Insured by: Please attach a copy of your insurance certificate
I have read the current government guidance upon returning post Covid-19 I have read and agree to be bound by Dorset Community Action's additional Covid-19 terms of hire I have read and accept the standard Terms and Conditions of hire and agree to check online for any alterations to these terms. I agree to be contacted by email with information relevant to Wimborne Community Centre Signed
Date

Wimborne Community Centre 41-44 King Street, Wimborne,
Dorset BH21 1EB. Telephone: 01202 847600
Email: jayne@dorsetcommunityaction.org.uk

Head Office: Dorset Community Action, The Little Keep, Barrack Road, Dorchester, Dorset DT1 1SQ
Tel:01305 250921 Fax:01305 216420 Email:info@dorsetcommunityaction.org.uk
Web: www.dorsetcommunityaction.org.uk

Registered in England Charity Registration Number: 1060910 Registration Number: 3320011 Company Limited by Guarantee



Wimborne Community Centre
41-44 King Street
Wimborne, Dorset BH21 1EB
Telephone: (01202) 847600
Email: jayne@dorsetcommunityaction.org.uk

Terms of Hire at Wimborne Community Centre

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 be viewed via this link
<http://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 jayne.wise@dorsetcommunityaction.org.uk
5. Booking requests made directly through Hallmaster will remain provisional until confirmed by a member of Wimborne Community Centre 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. Wimborne Community Centre is a non-smoking building. This included 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, payments 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 0900-1700
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 2 weeks of the date booked, a cancellation fee may be charged.
2 weeks notice, 50% of the room hire charge will be payable
1 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 and 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 arrangement. 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 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 ensuring 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 organisations or individual may hire or sublet on behalf of a third party.
29. When 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 and up to date terms and conditions can be found on our website dorsetcommunityaction.org.uk

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Additional terms of hire in light of Covid-19

These are additional to Wimborne Community Centre's standard T&C's for hire

- Hirers must commit themselves to operating in a Covid-19 secure way by following the government's current guidance in force for their activity
- Hirers must provide a copy of their Covid-19 policy along with a copy of their Covid-19 risk assessment for review by Dorset Community Action before bookings commence
- Hirers must provide a copy of a valid insurance policy/certificate
- If equipment is required this must be provided by the hirer
- All hirers will be expected to clean frequently touched surfaces on the room that they use before, during and after their session
- Cleaning materials will be provided
- Hirers are to encourage their participants to bring their own refreshments as these will not be provided by Wimborne Community Centre at this time.
- Hirers should keep a note of the names and telephone numbers for everyone attending their activity and retain this for 3 weeks, in the event of a case of Covid-19, allowing the ability for NHS Track & Trace
- Hirers are to be aware that due to the government guidelines times/dates/specific rooms may not be available and it may be necessary to relocate sessions to an alternative room without notice
- Dorset Community Action reserves the right to cancel any booking if they believe that the government guidelines in force are not and/or the additional requirements for hire are not being met

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