

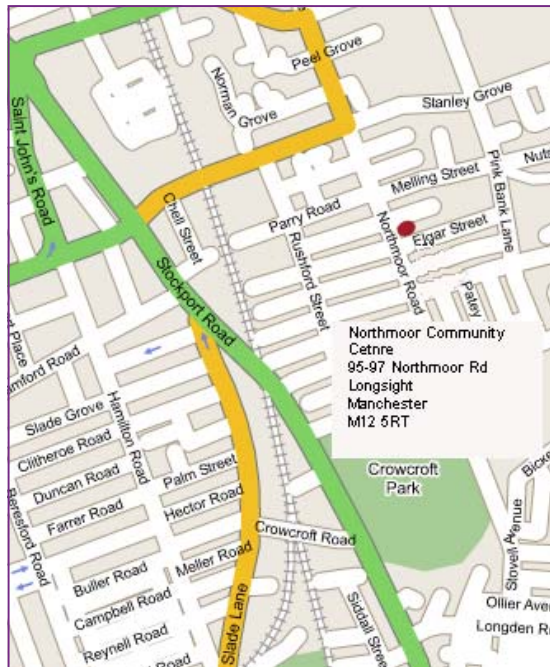
Whether you are looking for confidential meeting space for one to one, training facilities or even a small conference, please contact Jane or Helen who will be pleased to tailor our facilities to meet your needs.

Northmoor Community Centre
95-97 Northmoor Road
Longsight
Manchester
M12 5RT

0161 248 6823

info@northmoorcommunity.org

www.northmoorcommunity.org



Northmoor Community Association



Terms and Conditions Of Hire



TERMS AND CONDITIONS OF HIRE

1. Bookings

All bookings are accepted as 'provisional' until either the booking form is signed in person or a letter or email confirming the booking is received by the Community Centre within seven days of the provisional booking being made.

2. Cancellations by you (from and including day of cancellation)

| | |
|----------------------|----------------|
| 1 week notification | Full charge |
| 2 weeks notification | 50% charge |
| 4 weeks notification | No fee payable |

3. Cancellations by us

The Centre Coordinator reserves the right to cancel any bookings due to:

Non confirmation of bookings in writing within seven days of the provisional booking being made.

For reasons beyond the Centre's control; in these circumstances a full refund will be given if payment has already been made.

4. Smoking

In line with Government legislation the Community Centre is a NO SMOKING building.

5. Invoices

All invoices should be paid within thirty days of receipt.

6. Personal belongings

The Manager, Centre staff or agents are unfortunately unable to accept any responsibility for personal possessions brought into or left on the premises.

7. Additional charges

A sum for reasonable clearing up and wear and tear after events is included in the price of hire. However in the event of excessive cleaning or unreasonable damage (particularly deliberate acts such as graffiti or vandalism) additional charges will be made to cover the Centre's full cost of making good. **We will also charge a fee of £25 when lights are left on overnight or taps are left running.**

8. Children on the Premises

Minors attending the Community Centre must be supervised by a responsible adult at all times. Organisations working with young people and other certain vulnerable groups, have further responsibilities in law. Please ensure you have read the Centre's Child Protection Policy.

9. Insurance

NCA has Public Liability insurance but you are advised to look to your own insurance needs and responsibilities. You are advised to take advice on your own public group, or individual liability. If you are affiliated to a National or Governing body they should be able to inform you of your legal obligations. Please ask at the office if you are unsure about this.

9. Kitchen and Communal Spaces

Users of the building share communal space and there will often be someone using the room directly after you. Please make sure that you leave the room as you would expect to find it and that you leave on time. The vacuum cleaner is in the kitchen. You will find cleaning materials under the sink. Please wash all of your cups, dishes etc. You may use the dishwasher but remember that someone else will have to empty it for you. So if you come in and the dishwasher is full, we would be grateful if you could take the time to empty it. Do not leave any left over food in the kitchen or in the fridge, please take it home with you or throw it out. Please note that there is no communal tea, coffee and biscuits. You need to buy your own.

10. Security and out of Hours use

If you are using the building outside of regular office hours the person in charge of the session must come into the office and be issued with a key, a burglar alarm code, instructions on the use of the security shutters and an out of hours contact number for emergency use.

If you are the last person to leave the building, you are responsible for the security of the building – please make sure that you know what to do before you use the room.

In the event of an accident, please note there is a small first aid kit located in the kitchen as well as an Accident Reporting Book. You should make a note of any accidents in the book.