

Ore Community Centre - Terms and Conditions for Hire

Ore Community Centre

455 Old London Road
Hastings
East Sussex
TN35 5BH

1. General

These Terms and Conditions apply to all hirers, users, organisations, and groups using Ore Community Centre.

By confirming a booking or using the premises, the hirer agrees to comply with these conditions and all relevant centre policies and instructions.

Ore Community Association (OCA) reserves the right to refuse or cancel bookings where necessary.

2. Responsibility of the Hirer

The hirer is responsible for:

- the conduct and supervision of all persons attending their activity,
- ensuring activities are carried out safely,
- complying with health and safety and fire safety requirements,
- leaving the premises in a clean and safe condition,
- and ensuring the building is used respectfully and lawfully.

The hirer must nominate a responsible adult who will remain present throughout the booking.

The person accepting the booking must be aged 18 or over and shall remain responsible for the hire throughout the booking period.

3. Fire Safety and Emergencies

Hirers must:

- familiarise themselves with fire exits and evacuation procedures,
- keep all fire exits and escape routes clear,
- comply with all fire safety instructions,
- and report hazards immediately.

In the event of fire or alarm activation:

- the building must be evacuated immediately,
- occupants must proceed to the assembly point,
- and no person may re-enter until authorised.

The hirer is responsible for ensuring participants are aware of evacuation arrangements.

Any fire, smoke incident, or accidental alarm activation must be reported to the Association as soon as possible.

4. Safeguarding

Hirers remain responsible for safeguarding within their own activities.

Groups working with children or adults at risk must:

- provide appropriate supervision,
- comply with relevant safeguarding requirements,
- and hold appropriate DBS checks where required by law.

Ore Community Association may request evidence of safeguarding arrangements for certain activities.

5. Health and Safety

Hirers must:

- avoid creating hazards,
- report accidents, defects, or unsafe conditions,
- supervise participants appropriately,
- and use equipment safely.

Electrical equipment brought onto the premises must:

- be safe,
- suitable for use,
- and in good condition.

The following are prohibited unless expressly authorised:

- storage or charging of e scooters or e bikes indoors,
 - naked flames or candles,
 - deep fat fryers,
 - portable heaters,
 - fireworks,
 - smoke machines without permission,
 - hazardous substances,
 - or dangerous activities.
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6. Capacity and Use of Space

Maximum occupancy limits must not be exceeded.

Corridors, exits, stairways, and access routes must remain unobstructed at all times.

Furniture and equipment must not block fire exits or emergency access routes.

7. Use of Hired Areas

Hirers may only use:

- the rooms,
- facilities,
- and areas included within their booking agreement.

Access to storage areas, offices, plant rooms, kitchens, or other non hired spaces is not permitted unless specifically authorised.

Shared areas such as corridors, toilets, and entrances must be used respectfully and kept clear at all times.

Hirers must not sub hire, transfer, or permit use of the premises by another organisation or individual without prior permission.

8. Alcohol, Smoking, and Drugs

Smoking and vaping are prohibited inside the building.

Illegal drugs are prohibited on the premises.

Alcohol may only be consumed where specifically authorised by the Association and in accordance with licensing requirements.

Intoxicated or unsafe behaviour may result in the booking being terminated.

9. Noise and Respect for Neighbours

Hirers must:

- keep noise to reasonable levels,
- respect neighbouring properties,
- and leave the premises quietly, particularly during evening use.

The Association reserves the right to end activities causing nuisance or disturbance.

10. Cleaning and Damage

Hirers must:

- leave rooms reasonably clean and tidy,
- remove rubbish generated during the booking,
- return furniture where requested,
- switch off lights and equipment where appropriate,
- and report any damage immediately.

The hirer may be charged for:

- damage,
- additional cleaning,
- lost keys,
- false alarm call outs caused by negligence,
- or breaches of these conditions.

11. Insurance and Liability

The hirer is responsible for ensuring their activities are appropriately insured where required.

Ore Community Association accepts no responsibility for:

- loss or damage to personal belongings,
- injuries arising from unsafe activities organised by the hirer,
- or equipment brought onto the premises by users.

The hirer may be liable for damage or loss caused during their use of the premises.

12. Bookings and Cancellations

Bookings, cancellations, deposits, and hire arrangements are managed in accordance with the Association's Booking Policy.

The Association reserves the right to terminate hire where these conditions are breached or where safety concerns arise.

13. Security and Closing

Hirers responsible for locking up must ensure:

- all persons have left the building,
- fire exits and escape routes are clear,
- electrical equipment and lights are switched off where appropriate,
- windows are closed and secured,
- taps and kitchen equipment are checked where used,
- internal rooms are left safe and tidy,
- external doors are locked securely,
- and alarms are set where instructed.

Any faults, damage, security concerns, or accidental alarm activations must be reported as soon as possible.

No overnight sleeping is permitted unless expressly authorised.

14. Compliance with Policies

Hirers must comply with relevant Ore Community Association policies including:

- Fire Safety Policy,
- Health and Safety Policy,
- Safeguarding Policy,
- GDPR and Data Protection Policy,
- Complaints Procedure,
- and Whistleblowing Policy.

Copies of policies are available on request.

Use of any public WiFi or digital services provided by the Association must be lawful and appropriate.

15. Alterations and Decorations

Hirers must not make alterations to the premises or attach decorations, notices, fixtures, or equipment without prior permission.

Decorations or displays must not create fire hazards or damage surfaces.

16. Review

These Terms and Conditions will be reviewed regularly and updated where necessary.

Approved by:

Ore Community Association Trustees

Date Approved:

Review Date:

Version Number: 1.0