

BOOKING TERMS AND CONDITIONS

Conditions of hire

Romsey Mill is a Youth and Community Centre in the south of Cambridge. Set up by local churches in 1980, it serves the community through a varied programme of activities. Romsey Mill has also taken over the running and venue hire of Ross Street Community Centre. We are a safe space, and proud to welcome a wide variety of user groups, community and faith groups, individuals and families to our centres.

Responsibility

You must be over 18 to hire our facilities.

The person hiring the premises will be held responsible for any damage or accidents that occur during their occupation of the building. Hirers must take necessary arrangements regarding the health and safety of their guests, staff or visitors and where necessary must have relevant insurance to cover their meetings.

Any damage discovered or caused by your group must be reported to the Administrator immediately. Groups may be charged for repairs or replacement of equipment if necessary.

Prohibition

Romsey Mill is an alcohol-free venue and as such no alcohol can be consumed on or near the premise at any time. In certain circumstances alcohol is allowed at Ross Street Community Centre but you must have express permission for this. At Romsey Mill, please note refreshments (any food or drink) are not to be consumed within the Sports Hall. This is to protect the floor.

Please check if the room you are hiring can accommodate a bouncy castle. Bubble machines, candles and smoke machines are strictly prohibited (birthday cake candles are fine).

Cancellations

All cancellations require 1 weeks' notice. Less notice of cancellation may incur the full hire fee. In cases of extreme weather conditions or closure of the building for any reason, then no fee will be incurred and a full refund will be given of any money paid.

Romsey Mill reserves the right to refuse a booking if it's felt that the activity planned is conflicting with the principle aims of Romsey Mill or Ross Street Community Centre.

Romsey Mill reserves the right to cancel a booking without notice in the rare event that any health and safety issues arise which cannot be resolved.

If we need to cancel your booking for any reason, for example for maintenance or a specific event, then we will try to accommodate bookings in a different room or venue wherever possible. In the event that bookings need to be cancelled, we will strive to give at least 2 weeks' notice wherever possible.

Booking times

The times approved for your booking must be adhered to. The minimum length of hire is 1 hour. Thereafter rooms can be booked in half-hour intervals. Setting up and clearing up **MUST** be paid for and included in your booking time (Please allow 30 mins either side of your event for setting up and clearing up). Please ensure you do not over-run the time you have booked: additional time may not be available on the day, but will be charged if taken.

Block bookings can be made; these will be reviewed annually.

Noise and smoking

The Romsey Mill centre and Ross Street Community Centre are both in quiet residential areas. Please respect our neighbours by adhering to parking restrictions and speed limits, and by keeping noise to an acceptable level.

Ross Street Community Centre has room for 3 cars; these are to be used solely by those booking the building and for the duration of the booking. We cannot guarantee the car park will have space at the time of your booking. We recommend not leaving valuables on display in your car.

Please respect local residents when leaving the building, especially in the evenings. No loud music is to be played from either centre before 7.30am or after 10pm.

Smokers are welcome, but please note that both centres and their property are smoke free zones and smoking (including vaping and e-cigarettes) is strictly prohibited. If necessary, please smoke away from the centres, and away from neighbouring houses; do not block pavements and please dispose of extinguished cigarette ends responsibly.

Please note that local residents are welcomed to give us feedback on our buildings, their users and to raise any concerns or complaints with us. Where necessary we will contact hirers directly if their activities are causing concerns for our neighbours.

Hire charges

Before your hire the total cost will be agreed with the Administrator who will make the final decision on all bookings and the appropriate hire rate charge. Regular hirers will be invoiced monthly in arrears: one-off bookings are payable in advance. Bookings not paid for may not be honoured.

Hire charges may be increased with 28 day's notice. This usually happens with effect from 1st April each year, and all regular hirer's will be given 1 month's notice if a rate rise is planned.

Caretaking

The room hire must only be used for purposes stated on the Booking form and the hirer may only enter the building at the times agreed on the booking form.

Hirers must tidy up, put away tables and chairs in their correct places, sweep and mop floors after use. All rubbish must be removed from the premises and taken away with you. Additional caretaking costs incurred by Romsey Mill due to misuse of rooms will be charged to the user. Damage and breakages will be charged at replacement costs. External or internal decorations can only be erected with permission approved by the booking administrator with non damaging fixings e.g. 'masking tape'.

If the hirer has sole use of the building s/he is responsible for unlocking and locking the building, including leaving the building secure, shutting all windows and doors, turning off all lights, setting the alarm.

Room Hire deposit

For all bookings a separate £25 (returnable) deposit made payable to "Romsey Mill Trust Ltd" must be paid to secure the booking date. This will be held against damage or cleaning expenses occurring from misuse of the premises, or to replace any lost keys. In addition to this payment, unless a monthly invoice system is agreed, all hire costs must be received (by cash/cheque/bank transfer) in advance of the booked date. Bookings not paid for may not be honoured. You will need to arrange to collect your room hire deposit after your booking has ended and we have had time to check the building.

Keys

If you are given keys for your hire, these must be collected before the hire by arrangement with the administrator. You will be asked to sign a separate key agreement and be given a brief induction by a member of staff on unlocking and locking up the building. All borrowed keys must be returned the following working day after your last booking date.

Keys lost or misplaced must be reported to the office ASAP and groups will be charged for replacement sets. Charges may also be made for alarm call-outs or if the caretaker needs to unlock due to forgotten keys.

Storage

You may not leave any equipment or supplies for your booking in our buildings unless given express permission to do so by the Administrator. For regular bookings we may be able to arrange storage space at Ross Street; where this is provided please note that Romsey Mill take no responsibility for any loss or damage to equipment left on the premises.

Liability

Romsey Mill does not accept liability for damage to /or loss of property, or personal injury not caused by negligence of the management.

Hirers' Liability Insurance

All hirers must have liability insurance to cover their booking for up to £5million. A copy of your certificate of cover will be needed when the hire is arranged. Where necessary, hirers can request to be covered by the centre's insurance and in some instances a small insurance fee will be added to the booking. This service is not available for Commercial Hires who must provide a copy of their own insurance.

HEALTH AND SAFETY

It is the user's responsibility to ensure that all fire and safety regulations are kept whilst using the building, that fire exits are kept clear at all times and that all fire doors are kept closed. No fire equipment must be tampered with or removed from its place, except in case of fire. If costs are incurred by management due to misuse of fire equipment, these will be charged to the user.

Particular attention is drawn to the need to observe safety regulations.

- Read the safety notices around the building
- Do not block or lock any fire exits
- Know the evacuation procedures
- Know the location of fire appliances and exits
- Know the location of First Aid boxes

Fire drills will be undertaken from time to time and the building must be evacuated whenever the alarm sounds. New hirers will be shown where the fire muster points are and shown what to do if there is a need to evacuate.

People with disabilities

Please let us know if anyone attending your booking has any access needs, disabilities or special requirements which we need to be aware of to keep you safe in the building.

Accidents

All accidents must be reported to the Administrator so that an accident form can be completed and if necessary changes can be made to ensure future safety. If you need to use one of the First Aid boxes or any fire safety equipment please make sure you tell the Administrator.

Electrical Equipment

All electrical equipment at both centres is 'PAT' tested. If hirers wish to bring their own equipment then it must be PAT tested and safe to use.

CHILD PROTECTION

Safeguarding is everyone's responsibility and Romsey Mill is committed to providing a safe environment for children, young people and vulnerable adults.

Any booking that involves those under age 18, or those who are vulnerable in anyway, must implement appropriate safeguarding measures for their booking. Please be aware that your booking may not be the only group in the building: it is your responsibility to keep your groups safe at all times, and to ensure that they are not posing a threat to other building users.

All regular groups involving children and those under age 18 are asked to submit their Safeguarding Policy and a completed risk assessment form (form provided by Romsey Mill) to the bookings officer at the time of booking.

A copy of Romsey Mill's Safeguarding policy can be provided to new start -up groups which must be read and signed to confirm compliance. The individual named on the booking form is also responsible for ensuring that the correct ratio of adults to leaders is adhered to at all times.

You must only use areas of the building permitted for your booking. You must supervise children, young people and vulnerable adults at all times during your booking and you must ensure your group know what to do should they have any concerns.

EQUALITY AND DIVERSITY

Romsey Mill believes in the dignity of all people and their right to respect and equality of opportunity. We value the strength that comes with difference and the positive contribution that diversity brings to our city. We aim to eliminate prejudice and discrimination, and to promote good relations between different groups enabling our services, buildings and information to be fully accessible. We warmly welcome all user groups and will strive to ensure we can accommodate any special requirements needed by different user groups.

We expect our staff and visitors to be treated with the same respect and dignity that we offer our hirers.

Romsey Mill Trust, January 2019

Patrons:

The Rt Revd Stephen Conway, Bishop of Ely
Colin Greenhalgh CBE DL
Lady Wilson of Dinton

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Romsey Mill
Hemingford Road
Cambridge
CB1 3BZ
t: 01223 213162
f: 01223 411707
admin@romseymill.org
www.romseymill.org