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|  | **Regular Hirers Agreement**  | Hirers Initials |
| 1 | All Hirers are responsible for their own Risk Assessments and insurances. This includes having their own register of attendees and ensuring the safety of all persons at all time, including, but not limited, during an emergency evacuation. It is the hirers responsibility to ensure appropriate measures are taken to ensure the safety of any vulnerable persons at all times.  |  |
| 2 | The kitchen and café areas are communal areas which are to be shared by all users of the centre and cannot be booked out for exclusive use. There may be other activities at the centre at the same time as yours and you are expected to share communal areas. (NB The one exception to this is for one group who operate every 2nd Weds of the month when the café area is allocated to them alone between 19.00 & 21.30, barring access to the kitchen, toilets and sports hall) |  |
| 3 | The communal areas are everyone’s responsibility. Hirers, or their appointed persons, are responsible for the way in which their users leave these communal areas. Charges may be introduced should regular disregard for the premises be made by either the hirers themselves or their clients. This includes, but is not limited to ensuring:* Tables and chairs in the communal area are put back as they should be
* The kitchen is left clean and tidy, including putting dishwashers on if needed
* The floors are vacuumed or swept – both in the halls and the communal areas
* The communal area is left tidy – toys away, cups, mugs cleared away, nappies are in the nappy bins located in the disabled toilet.
 |  |
| 4 | Dishwashers – are for everyone’s use. There are 2. Please use common sense and fill the already loaded ones first, rather than half loading both. Please ensure when full (or more than half full) they are put on. It is also everyone’s responsibility to unload them.  |  |
| 5 | All equipment and furniture must be returned to it’s rightful place at the end of your activity. Charges may be made for time spent moving furniture and equipment not left in the right place (£2.50 per every 15 minutes)  |  |
| 6 | The Oak Hall and Sports Hall are on separate heating systems with a crib sheet located in each room as to their operation. Please only use as necessary. The heating in Oak must be returned to its auto position at the end of every hireThe heaters in the meeting rooms must be turned off after every hireCharges may be made for any group not turning the heating off at the end of their session (unless handing over immediately to another group, whose then responsibility falls to) |  |
| 7 | It is Hirers responsibility to familiarise themselves with our policies. These are located on our website. It is the signatory on this document who has responsibility for ensuring any additional persons, who operate out of the centre on their behalf, are also familiar with their location and content. |  |
| 8 | Our payment terms are strictly 14 days. A £15.00 charge will be made for late payments (included on the following months invoice) |  |
| 9 | An annual price increase will be in effect from 1st May each year. This will be kept as low as possible. Please note that the rise effective May 2018 will equate to 2.6% which is lower than inflation. New rates are included at the end of this document. |  |
| 10 | Sessions not held due to holiday must be reported at least 7 days prior or full hire charge will be invoiced. |  |
| 11 | Sessions not held due to illness/events out of your control, must be reported via email or voicemail left on the office answerphone at the earliest opportunity or hire charges will be incurred. |  |
| 12  | Accidents should be recorded in the accident book (located in the kitchen) and reported to a centre representative within 24 hours |  |
| 13 | Any issues or complaints which need to be resolved, must be discussed with the Centre Manager directly, not with any other volunteer or centre representative (excluding Centre Directors) |  |
| 14 | Lost keys and/or alarm fobs replacements will be charged at cost price + any delivery charge. (currently £15.00 per fob & £10.00 per key) |  |
| 15 | It is the Hirers responsibility to ensure all information held by CMCC is kept up to date |  |
| 16  | I have read the CMCC Contact Process (at the end of this document) and will ensure any relevant persons involved in my organisation is aware of it. |  |
| 17 | I have completed & returned the “Regular user information form” attached on the email. |  |

Please initial each box and sign below to confirm acceptance of these conditions.

Signed: ……………………………………………………………………….

Date: ………………………………………………………………………….

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| CHASE MEADOW COMMUNITY CENTRE HIRE CHARGES - EFFECTIVE FROM MAY 2018 |  |
| Rate per hour |  |
|   | **Beech (Sports Hall)** | **May-18** | **Oak** | **May-18** | **Maple** | **May-18** | **Elm** | **May-18** | **Maple & Elm combined** | **May-18** | **Willow** | **May-18** |
| **Commercial groups** | £19.00 | £19.50 | £17.00 | £17.50 | £9.50 | £10.00 | £9.50 | £10.00 | £12.00 | £12.50 | £9.50 | £10.00 |
| **Discount for commercial groups - 9+ weeks** | £18.50 | £19.00 | £16.50 | £17.00 | £9.00 | £9.50 | £9.00 | £9.50 | £11.50 | £12.00 | £9.00 | £9.50 |
| **Community groups and Not For Profit groups *(no regular booking discount)*** | £12.00 | £12.50 | £12.00 | £12.50 | £8.00 | £8.50 | £8.00 | £8.50 | £11.00 | £11.50 | £8.00 | £8.50 |

**CMCC contact process**

For all non-urgent items

1. Email Liz Jones, Centre Manager, at chasemeadowcentre@gmail.com
2. Call the office phone – 01926 490 845. Leave a message if necessary.

For urgent issues and emergencies ONLY

1. Monday – Wednesdays between 09.30 & 14.30 call the office on 01926 490 845. If no reply and you still need to speak to someone, call 07917 028849.
2. Any time outside these hours, call 07917 028849 where you will activate a voicemail message. On this voicemail will be the telephone number of the on-call volunteer. Please note this number, hang up and re-dial the number given.

Please do not use private messaging (text or facebook or messenger) to contact me unless all other options have been exhausted. I do not have a CMCC phone and am being inundated with centre related issues on my personal phone, out of hours and for items which are not urgent.