

LETTINGS AGREEMENT – terms & conditions for renting the Broomhall Centre

The Centre is run as a charity for the benefit of the people of Broomhall. We do not have 24/7 receptionists or cleaners so **we rely on users to let themselves in and out with their fob, to set up and clear away furniture and to make sure the Centre is in a good state for the next group.** Conversely, if you find any mess or damage when you arrive, please take a photo and let us know so we can hold the previous user to account. At times there will be more than one group in the Centre in which case you will need to share facilities (entrance, kitchen, toilets) and respect each other's space.

Safety, security and neighbours

The **maximum number of people is 100** (due to HSE requirements).

Fire safety: know where the 3 fire exits are, keep them clear and check the doors can be pushed open; check you can find the fire blanket (kitchen) and fire extinguishers (each room); do not smoke in the building; make minimal use of extension leads; know what to do in case of fire (see checklist below).

Music and noise. To prevent disturbing our neighbours, amplified music is only allowed inside the Centre. Doors and windows must be closed after 9pm and the music stopped altogether by midnight. The amplifier of any sound system must not exceed 250 watts. Premises must be vacated by 1am. Please leave quietly.

Alcohol can only be drunk inside the Centre (not outside). **No smoking** is allowed anywhere in the building, and **no drugs** must be used.

You are responsible for security during your session. Other people may enter the Centre during your session. To avoid disruption, damage or theft once your event has started, close the doors or monitor the entrance.

Use of the court yard is by special arrangement due to noise and security risks.

Closing up. Make sure lights are off (including toilet lights) and that windows and doors – including fire doors – are closed (locked) before you leave.

Children under 18 and vulnerable adults must be safeguarded, including having responsible adults, DBS checks and restricting access to alcohol as appropriate.

You are responsible for **public liability insurance** for your event.

You must ask permission to bring/use **any equipment, especially electrical, which should be PAT tested.**

If you are **preparing food in the building, you must hold a Basic Level 1 food hygiene certificate.**

There are **First Aid kits** in the kitchen and office, but bring your own too.

Supplies, cleaning and waste disposal

Bring enough bin bags and take your waste away with you. The lockable bin outside the Centre is for our own use – do not leave bin bags or any other rubbish

beside it. You may put glass, cans and plastics in the recycling bins (back of Centre) and paper and card in the blue bin (front courtyard) unless they are already full.

Please take all your equipment and belongings away with you. We will keep small items of lost property for 3 months before giving them to charity. Do not leave food or drink in the fridge.

Tables and plastic chairs are in the walk-in cupboard. Please put them back as shown in the photo inside the cupboard door.

You must leave all rooms and the outside of the Centre clean and tidy, ready for the next user. We will **provide cleaning materials, tea towels and toilet roll** but it is advisable to bring extra in case a previous booking has used more than usual. You may use the dishwasher (detergent in cupboard above it).

Brushes and mops are in the grey cupboard in the kitchen extension, buckets are under sink.

Licensing and permissions

If you intend to sell alcohol, you must apply to Sheffield City Council for a Temporary Events Notice and show it to us (Tel 273 4264). You must operate the "ASK 25" scheme.

The Broomhall Centre holds a **TheMusicLicence** and is licensed for the use of music by the City Council, so you do not need additional licences to use music during your booking.

The Broomhall Centre reserves the right to see any relevant documentation.

Booking, payment, cancellation, deposit.

You should book at least a month before your event and **pay the room booking fee and deposit 2 weeks before the event.**

You must show **proof of identity (with photo) and address.**

You will be **provided with a fob, you should check that it works on receipt.**

If you cancel 2 weeks before the event we will refund you in full. If 1 -2 weeks, we will keep 20% of the hire fee. If less than a week, we will keep 50% of the hire fee.

We will deduct the cost of cleaning up mess/removing rubbish from your deposit if necessary, but if everything has been left in good order we will refund in full when you return the fob. **If you have caused problems for the Centre, its users or neighbours we will not allow you to book in the future.**

I agree to the above terms and conditions and will comply with the safety rules overleaf

Signed Date

Please carefully read the items below and confirm you understand them by ticking the appropriate box. Please note that failure to adhere to the following may result in a loss of some or all of your deposit.

At the end of the event you will remove all rubbish from the Centre and take it with you to be disposed of. Failure to do so will result in a 50% reduction of your deposit.	
If you change any thermostat in the Centre you will turn it back up or down before you leave. The thermostat should be aligned to the red line indicated. Failure to do this will result in a 25% deduction of your deposit.	
You will ensure all exterior doors are locked and secure when you leave the Centre. Failure to do this will result in a 50% deduction of your deposit.	
You will use the Centre only for the hours you have booked and paid for. If you arrive early or leave late you will be charged at the hourly rate for the extra hours out of your deposit.	
You will photograph the space before you use it and leave any space you use it in the way you found it, including returning tables and chairs to their place. Any items used in the kitchen must be washed up and put away.	
If the fire alarm sounds evacuate everyone onto the basketball court and dial 999. If the smoke alarm has not activated, break one of the alarm points (near each exit). Check everyone is present. Only use the fire fighting equipment if needed to assist evacuation. In case of a false alarm , see instructions near the control panel to turn off the alarm.	
Think through how you will assist any Disabled people out of the building.	
Think through how you will manage door security for your event (i.e. how you will control who comes in and what to do if there is any anti-social behaviour)	
Think through how you will safeguard any children or vulnerable adults attending your event.	

The Broomhall Centre has one member of operational staff and a few very dedicated volunteers. We have one cleaner provided by the council. We don't have the time or money to clean up after our bookings so we trust that our users will use the Centre responsibly and leave the space in a clean and secure state. We appreciate all of our users, past and present, who adhere to this code of conduct. Thank you for deciding to use the Broomhall Centre!