

LETTINGS AGREEMENT – terms & conditions for renting the Broomhall Centre

The Centre is run as a charity for the benefit of the people of Broomhall. There are regular community activities as well as private bookings. Money from lettings allows us to pay for utilities, cleaning, some repairs and improvements and for part time workers. 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 only due to noise and security risks.

Closing up. Make sure lights are off (including toilet lights) and the water boiler and extractor over the stove if used. Close all windows and doors including fire doors.

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

You are responsible for **public liability insurance**. Our insurance only covers the building. Let us know as soon as possible if you spot anything wrong or phone the City Council (PFM) for urgent problems, tel 01142735621. You must ask permission to bring/use **any equipment, especially electrical, which should be PAT tested**. Check wires and sockets are safe with no trip hazards.

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.

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. Please do not use bleach. You may use the dishwasher.

Put the tables and chairs back where you found them.

Brushes and mops are in the kitchen extension, buckets are under the sink. See chart on wall for colour coding for the use of mobs.

Licensing and permissions

If you intend to sell alcohol, you must apply to Sheffield City Council (Tel 0114 273 4264) for a Temporary Events Notice and show it to us. You must operate the "ASK 25" scheme. See <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/sheffield/apply-1>

The Broomhall Centre holds a premises licence 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 relevant documentation.

Booking, payment, cancellation and deposit.

You should book at least a month before your event and **pay the hire fee and deposit 2 at least 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** (i.e. it has been activated) when you are given it or before the event.

If you cancel the booking two 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 reserve the right to cancel the bookings based on our lettings policy.

We will deduct the cost of any damage/cleaning/rubbish disposal from your deposit, but if everything has been left in good order we will refund it 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 and you will lose the full deposit.**

By signing to the booking form, I agree to the above terms and conditions and will comply with the rules overleaf.

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 clean up and remove all rubbish from the Centre and take it with you to be disposed of. Failure to do so will result in a 25% deduction from your deposit.	
If you change any thermostat in the Centre you must turn it back up or down before you leave. The thermostat should be aligned to the red line indicated. Failure to do so will result in a 25% deduction from your deposit.	
You will ensure all exterior doors including fire doors are locked and secure when you leave the Centre. Failure to do so will result in a 25% deduction from your deposit.	
You will use the Centre for only the hours you have booked and paid for. If you arrive early or leave late you will be charged for the hourly rate for the extra hours out of your deposit.	
Please leave all rooms and exterior spaces as you found them , including returning tables and chairs to their place. Any items used in the kitchen must be washed up and put away. If you find a mess when you arrive, please send us a photo so we can raise it with the previous user.	
If you have caused problems for the Centre, its users or neighbours we will not allow you to book in the future and you will lose the full deposit.	
In case of fire , press one of the alarm points (next to each exit), dial 999 and evacuate everyone onto the basketball court. 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.	
Any electrical equipment used by you must be PAT tested.	

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!