

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 try to enter the Centre during your session. To avoid trouble once your event has started, close the doors or monitor the entrance. Consider appointing stewards.

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

Closing up. Turn off lights (including toilet lights) and the water boiler and extractor fan over stove if used. Close all windows and doors, including fire doors.

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.** 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, telephone 0114 2735621.

You must ask permission to bring/use **any equipment, especially electrical, which should be PAT tested.** Check sockets and wires are safe with no trip hazards.

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

You can choose whether to remove all your waste and clean the Centre yourself, or whether to pay extra for this service (see Cleaning Procedure below).

If you have opted to leave your waste, put it in the bin bags and leave them in the yard outside the front fire doors. **Do not attempt to use the two locked general waste bins or blue and brown recycling bins.** You may put glass, cans and plastics in the recycling bins (at back of the Centre) unless they are already full.

Please take all your equipment and belongings away with you at the end of your booked session. 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.

Stack tables in the walk-in cupboard and chairs under the windows in the main hall.

We will **provide bin bags, 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.

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

Cleaning procedure

Option 1

Clean the Centre and take all your waste home, leaving it as you found it. This includes making sure the outside space is free from litter. There is no additional cost over and above the normal rent. If you choose this option, but we find you have left any mess, we will deduct half your deposit or the cost of cleaning, whichever is greater.

Option 2

Pay for a minimum of three hours' cleaning, which includes all materials and putting your waste into our bins. You must:

1. bag up your rubbish and put it in the yard outside the front fire doors. We will provide 10 bin bags. Please separate your rubbish into:
 - plastic bottles and cans
 - glass bottles and jars
 - paper and card
 - food waste
 - all other waste including plastic food containers (which do not go in the brown bin)
2. put the furniture back – tables in the cupboard and chairs under the windows in the hall.
3. take all your equipment away and do not leave any food including in the fridges. You may leave the dishwasher running.
4. clear away all decorations.
5. make sure your guests do not drop litter including cigarette ends in the yard.

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. You must operate the “ASK 25” scheme. See https://www.gov.uk/apply-for-a-licence/temporary-event-notice/sheffield/apply-1_or_phone_0114_273_4264

The Broomhall Centre holds a **Music 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 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 reserve the right to cancel bookings based on our lettings policy.

We will deduct the cost of any damage from your deposit. 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. If you have left mess or rubbish beyond what you have paid for us to deal with, we reserve the right to deduct the cost of additional cleaning. If everything has been left in good order, we will refund the deposit in full within a week of returning the fob.

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 that 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.

<p>If you have left a mess beyond what we agreed to clear for you, we will deduct half your deposit or the cost of cleaning, whichever is greater.</p>	
<p>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.</p>	
<p>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.</p>	
<p>You will use the Centre only for the hours you have booked and paid for. If you arrive early or leave late or leave equipment/decorations etc., you will be charged at the hourly rate for the extra hours out of your deposit.</p>	
<p>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.</p>	
<p>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 firefighting equipment if needed to assist evacuation.</p> <p>In case of a false alarm, see instructions near the control panel to turn off the alarm.</p>	
<p>Think through how you will assist any Disabled people out of the building.</p>	
<p>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) and consider who is in charge and if you need stewards.</p>	
<p>Think through how you will safeguard any children attending your event</p>	
<p>Consider whether you need to do a formal risk assessment for your event</p>	

The Broomhall Centre is run by a part time centre manager and cleaner and a few very dedicated volunteers. 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!**