PACE Facilities Hire - Terms & Conditions

Name of sites: Camden Square Playcentre, Fairfield Playcentre, Fortune Green Playcentre.

Terms & Conditions of use

The Management of Camden Square, Fairfield and Fortune Green Playcentres are vested in the Executive Committee of PACE, whose powers and composition are defined in its constitution. Under the provisions of the constitution the Executive Committee is empowered to make rules or withdraw or amend said rules.

1) Full payment must be received before use for those using the facilities as a one off agreement. For those who are making a block booking, payments must be made monthly in advance.

2) **If you have not made full payment and/or returned your booking form 5 working days prior to your hire date, your booking will be cancelled.**

3) No Smoking is allowed on the premises. Smoke machines must NOT be used inside as they will set off the alarms.

4) Hirers are responsible for ensuring that any electrical equipment brought into the Centre is in a safe condition and PAT certified where applicable and any third party hirers (discos/entertainers) have a copy of their public liability insurance.

5) Please only use the room(s) or outdoor space you have paid for.

6) It is the responsibility of the hirer to ensure that children and any adults accessing the centre must be supervised at all times and not left unaccompanied.

7) If you have any special requirements for your hire please contact PACE to agree arrangements before making your booking.

8) NOISE POLLUTION
   Please keep any noise to an absolute minimum. There are residents living within 5 yards of the centre. Windows and doors must be closed when music is playing.

The use of the sports pitch – Monday to Friday to finish by 8.30pm – Weekends to finish by 7.30pm.

The use of the inside space – to finish by 9.30pm with the provision that the doors remain closed if music is played.

9) At the end of your hire:
All use of the Centre premises and facilities is subject to the users accepting responsibility for returning furniture and equipment to their original position, and for securing doors and windows of the premises. All users must also leave the premises and surrounds in a clean and tidy condition. For example,

• Check toilets and kitchen to ensure they are left in a clean and tidy condition, and that all taps are switched off.
• The floor must be swept and if necessary, mopped clean for the next user.
• If crockery is used it must be washed, dried and put away in the cupboards.
• All rubbish must be bagged and binned appropriately
• Please switch off all lights and ensure all windows and doors are secure.
• Chairs and tables to be neatly stacked unless left out by arrangement with the next user.
• If the outside area has been used, please make sure it is tidy and nothing has been broken.

10) Safety Requirements

• All conditions attached to the granting of a licences at the respective Play centres shall be strictly observed. This includes, but not restricted to current conditions of Insurance, Health and Safety Legislation, Children's Act Legislation, Alcoholic Beverages Legislation and Gaming and Lotteries Legislation.
• At no time will any Safety Procedures be Ignored or by-passed.
• Nothing shall be done that will endanger the users of the building or the general public, in particular but not confined to:

a) Obstructions must not be placed in the passageways or any exits, including emergency exits. Emergency exits must be immediately available for free public egress.
b) All groups will co-operate in fire drills, which may be arranged from time to time. All groups must be familiar with Emergency Evacuation Procedures.
c) Fire fighting equipment must be kept in its designated place and only be used for its intended purpose.

d) The Fire Brigade must be called to any outbreak of fire, however slight. The details of such an occurrence must be given to the bookings manager as reasonably practicable.
e) Performances involving danger to the public are not allowed.
f) Highly flammable substances must not be bought into nor used in any part of the premises. No internal decorations of a combustible nature (eg. Polystyrene, cotton etc) will be undertaken or erected without the explicit permission of the booking manager.
g) No unauthorised heating or electrical appliances will be used on the premises.
h) First Aid is strictly the responsibility of the person(s) hiring the facilities. PACE does not provide First Aiders or First Aid equipment.

11) Cancellation Policy

For one-off users, in the event of cancellation (including as a result of inclement weather) within 7 days of the activity 50% of the agreed charge will be payable. A full refund will be provided for cancellations more than 7 days prior to the event. In the event that your hire booking is cancelled due to coronavirus and you are able to provide evidence of a positive test, we will offer you a full refund or the option to move your booking to a different date depending on availability.

Any damages must be reported and paid for. Failure to abide by the terms and conditions will result in withdrawal of facilities and the loss of your FULL deposit.

Above all, enjoy your event and please use common sense at all times in ensuring that people attending the event, particularly children, respect the Centre and its facilities.

Do not undertake activities that could lead to accidents to persons or damage to the Centre and its facilities.

For further information please contact:

Camden Square

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E: camdensquare@paceforall.com

Fairfield

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Fortune Green

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