



Conditions for hiring space at The Hub

- Hirers are permitted to use a portion of The Hub, as initially agreed. Areas such as Staff Offices are not publically accessible and access should not be attempted. Toilets are accessible as part of the hire arrangement. Other rooms may be used with prior agreement.
- Hirers are permitted to use and rearrange furniture as needed but are responsible for setting out and restoring furniture to the manner in which it was found, within their agreed hire period.
- Consumption of food brought from outside is permitted in The Hub, but **no cooking or selling of food is permitted in The Hub**. Commercial Kitchen use is not permitted under the hire arrangement, unless otherwise agreed with HCCT (the charitable organisation that runs The Hub). Use of the Kitchenette for preparation of pre-cooked food and hot beverages is permitted with prior agreement. **Alcohol may not be consumed on site unless consent has been granted from HCCT.**
- **Bookings are secured only with full payment or 50% deposit. Invoices must be paid within 28 days of issue.**
- **A £50 deposit must be taken for certain bookings (e.g. parties). The return of this deposit will be dependent on the condition of the premises and is at the discretion of HCCT.**
- **A full refund will be issued for any bookings cancelled with 10 days notice.**
 - Bookings cancelled with between 9 and 5 days notice are subject to a discretionary charge of 50% to cover costs incurred by HCCT and loss of income.
 - Bookings cancelled with less than 5 days notice are not subject to a refund.

- HCCT holds the right to reduce or waive charges at our discretion.
- In any instance where a booking is cancelled by HCCT a full refund will be given but no liability will be accepted for any costs incurred by the booking party.
- **Hirers must hold their own liability and indemnity insurance** and are not covered on HCCT's policies.
- **Any activities undertaken by the hiring party must comply with the health and safety, food and fire safety policies put in place by HCCT.**
- **The Hirer is liable for any damages to the property or its contents** incurred during the booking period. Damages are charged at the discretion of HCCT.
- Any damages or faults identified during use of The Hub must be reported to HCCT immediately.
- Any hours used above of the agreed number will be charged at the standard rate, to the nearest 15 minutes. The hirer will also be liable for any additional charges incurred such as staff over time closing down The Hub, which is charged at HCCT's discretion.
- Use of telephones, computers and technical equipment are not permitted without prior agreement by HCCT.
- The hirer is responsible for ensuring any equipment brought on site complies with the relevant electrical testing / safety requirements and HCCT's health and safety policies.
- Any health and safety, anti-social or criminal incidents that take place during the hire, must be reported to HCCT immediately.
- HCCT holds the right to cancel, at any time, a booking or event which it deems goes against the aims and values of HCCT's work.