



## Room Booking Terms & Conditions

By making a booking you enter into an agreement to abide by our Terms and Conditions. Acceptance of all bookings is at the absolute discretion of The Park Centre management. The Park Community Centre Ltd and The Park Education Ltd are committed to safeguarding and promoting the welfare of children, young people and adults at risk and expect all users of our building and facilities to share this commitment.

We do not tolerate any form of discrimination or harassment. We adhere to British values guidance and the Prevent duty (as outlined in the Counter Terrorism and Security Act 2015) and expect all users of our building and facilities to do the same.

Please note that if you are an individual/organisation using The Park Centre to deliver activities to children or young people, statutory guidance Keeping Children Safe in Education (KCSIE 2023) states that if we receive a safeguarding allegation relating to an incident involving an individual or organisation using our premises, we should follow our safeguarding policies and procedures and inform the local authority designated officer (LADO) as we would any allegation.

### Definitions

**Hirer:** The person who has made the booking and is ultimately responsible for the session and has entered into the booking agreement.

**Host:** The person who is named by the Hirer as being responsible for the session and present on the day.

**Attendees:** All persons attending the booking session at any time.

**Session:** The duration of the booking, including any set-up or pack down time taken.

**Children and young people:** People under the age of 18 years.

**Adults at risk:** People aged 18 years and over with needs for care and support (whether or not the authority is meeting any of those needs) and is experiencing, or is at risk of, abuse or neglect and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

**Other conditions overleaf:**

## Other Booking conditions of use:

All terms and conditions apply to the Hirer named on the booking form and all persons given access to our building and facilities by the Hirer or the Hirer's organisation during the booked session. The Hirer is responsible for ensuring that these conditions are complied with.

1. The Hirer and/or Host must remain on the premises throughout the session.
2. The Hirer and/or Host is responsible for the conduct of all attendees.
3. The room(s)/facilities may be used only for the purpose stated on the booking form.
4. The Hirer and/or Host is responsible for obtaining Public Liability Insurance and any other relevant insurance, if applicable.
5. The Hirer must include set-up and pack-down time in the booking. The booking times must be strictly adhered to, and the room(s)/facilities must be cleared and vacated promptly at the end of the session. The Park Centre reserves the right to invoice for bookings that overrun and/or fail to leave the room(s)/facilities in an acceptable state.
6. The Hirer must abide by The Park Centre's cancellation policy and is liable for full hire costs if cancellation occurs less than 48 hours prior to the booking.
7. The Hirer confirms that all necessary safeguarding measures are in place for bookings with attendees under the age of 18 years and adults at risk, in line with procedures outlined by the Keeping Bristol Safe Partnership.
8. The Hirer and/or Host confirm that appropriate consent has been obtained from the parent/guardian or carer for attendees under the age of 18 years and adults at risk prior to the event (which can be evidenced on request.)
9. The Hirer is responsible for ensuring that, if applicable, all staff and volunteers at the session have completed the appropriate Disclosure and Barring Service checks to permit them to work with children and adults at risk.
10. The Hirer should ensure that everyone connected with the booking complies with The Park Centre's safeguarding policy, a copy of which can be provided upon request.
11. The Hirer must have own safeguarding arrangement in places that support The Park Centre's safeguarding procedure prior to the date of the booking.
12. The Hirer and/or Host ensure that any children/young people present at a session remain the responsibility of their parent/guardian or those acting in loco parentis in order to ensure the safety and wellbeing of the children/young people at all times.
13. The Hirer and/or Host is responsible for carrying out a risk assessment and for the health and safety of all attendees and must ensure they have adequately trained personnel in attendance.
14. The Hirer and/or Host must ensure that all attendees have vacated the building at the end of the booking.
15. The Hirer and/or Host must ensure that any electrical appliances brought onto the premises and used during the session are in good working order and used safely.
16. The Hirer and/or Host is responsible for ensuring any equipment provided by The Park Centre is treated with care and is not subject to improper use. Any loss or damage of the equipment during a session, whether discovered or reported during or after, may incur charges.
17. The Park Centre or its insurers are not liable for loss of, or damage to, any property or equipment that does not belong to the centre but has been brought onto the premises by the hirer, host, attendees, or any persons using the room(s) on the dates agreed. The hirer shall be responsible for insuring against third party claims, which may lie against the hirer/hirer's organisation while using The Park Centre.
18. The Hirer and/or Host shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting, and lotteries.
19. Smoking and vaping are not allowed on site except in the outside smoking shelter.
20. We reserve the right to cancel your booking for operational reasons. In the unlikely event that this happens, we will give you as much notice as possible and try to offer you a suitable alternative booking. If you choose not to make an alternative booking, we will refund your hire charge but will not be liable to make any other compensation.
21. **Please note that VAT is added to the total cost of every room booking**