

- 1.0 The Owner of the property is The Denby Dale Centre, Unit 6 Springfield Mill, Norman Road, Denby Dale, HD8 8TH.
- 2.0 The building referred to below is the hired building (or part thereof) is 5A Riley Lane, Kirkburton, HD8 0RX.
- 3.0 The user or hirer is an individually named person who we refer to as the liable individual.
- 3.1 The liable individual is responsible that all users operating within their booking abide by and comply with all relevant English law, these terms and any other rules associated with their hire and use of the hired building.
- 3.2 The liable individual is responsible for ensuring adherence of all users operating with the times of their hire period to follow the Home Office code of practice in relation to safeguarding of vulnerable people.
- 3.3 The liable individual will ensure that alcohol will not be sold on the premises.
- 3.4 The liable individual will ensure that smoking does not take place in the building or in the entrances of the building.
- 3.5 The liable individual will ensure that no gambling will take place in the building (except for a raffle or tombola where tickets are sold and drawn during the event).
- 3.6 The liable individual will ensure that the building is secured at the end of the use, including windows and doors.
- 3.7 The liable individual will ensure that heating settings are not changed without prior permission and that outside doors are kept closed to reduce heat loss (whilst the heating is in use) during the booking.
- 3.8 The liable individual should be the last person to leave the building and will ensure the building is in order, as below:
- 3.9 Toilets are left clean and tidy.
- 3.10 All equipment is returned to the relevant storage area for that item.
- 3.11 Windows are shut and secured.
- 3.12 Doors are locked and checked.
- 3.13 Any damage is reported on arrival.
- 3.14 Any new damage (caused by the group) is reported during or at the end of the hire.
- 3.15 Return of any building keys borrowed is adhered to timely as agreed.
- 3.16 The liable individual should attend the building during the hire period and ensure that:
- 3.17 Food is not prepared and sold for consumption to the public.
- 3.18 Food for private consumption is prepared within food safety guidance.
- 3.19 Kitchen cleaning products are used in the kitchen only.
- 3.20 Kitchen is left clean and bins left empty (with a fresh bin liner in place).
- 3.21 Waste of one bin bag to be placed in bin – further waste to be taken away from the building.
- 3.22 Oven to be cleaned if used to a suitable standard for the next user.
- 3.23 Room furniture is returned to its preferred location (guidance on wall in each room)
- 3.24 The liable individual will accept and pay promptly further charges caused by:
- 3.25 The cleaning charge should the room be left in an unacceptable condition.
- 3.26 The room set up/clear away charge should the room require furniture moving.
- 3.27 The key replacement charge should the keys be lost (including lock replacement and all users have keys replaced).
- 3.28 The repairs charge should there be damage to the building at cost plus administration charge.
- 3.29 The equipment replacement charge should any equipment be damaged at new for old plus administration charge.
- 3.30 The liable individual will accept personal liability for the group who they represent and all of their actions.
- 3.31 The liable individual will settle debts within 28 days at an absolute maximum.

I agree to abide by the above Terms of Use

Liable Individual's Name..... Signed..... Date.....

On Behalf of Organisation.....



Visit us

Springfield Mill, Norman Rd, Denby Dale, HD8 8TH



Talk to us

01484 860077



Email us

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The Denby Dale Centre operates:

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