LUBBESTHORPE ALIVE CIC
TERMS & CONDITIONS FOR USE OF THE HUB

1. The agreed fee for the hire must be paid fourteen days in advance unless otherwise agreed with the Pioneer Community Worker or Community Organiser.

2. A refundable deposit of £100 is required for all private hires or one-off bookings. This deposit will be returned within five working days following the hire, provided that all Terms & Conditions have been fully adhered to.

3. Lubbesthorpe Alive CIC retains control and management of the accommodation. The hirer cannot exclude a member of the management team from the premises if access is required.

4. The hirer is responsible for all damage (other than fair wear and tear) to the accommodation, fixtures, fittings, and equipment caused in any way during the hire.

5. The accommodation may only be used by the organisation/individual named on the booking form and only for the purpose and period stated.

6. PLEASE NOTE THE HUB HAS NO PARKING. There is no unloading or parking outside the front of The Hub due to ongoing school building works. Suggested parking is in the layby in front of the school or in the Sainsbury's car park (please note the 2-hour parking limit).

7. After use, the accommodation must be left clean and tidy. All furniture and equipment must be returned to their original positions. The hirer must ensure all lights in the kitchen and toilets are turned off, and that all doors and windows are properly secured.

8. All rubbish must be taken away by the hirer at the end of the booking and disposed of at their own home. Rubbish must not be placed in The Hub bins or any public bins in the surrounding area.

9. Music must be kept at a reasonable volume at all times. All music must be switched off by the agreed end time of the hire. The Hub is located within a residential area, so consideration for neighbours is essential.

10. No smoking is permitted anywhere inside The Hub. If alcohol is to be consumed, the Hirer must identify a Responsible Person to the Pioneer Community Worker.

11. No equipment, furniture, or personal items may be left on the premises without prior written permission from the Management Group. A storage fee may apply.

12. The Management Group accepts no responsibility for injury or loss to persons or property arising from the hire, except where caused by failure to maintain the building. The Hirer agrees to indemnify Lubbesthorpe Alive CIC against any claims not arising from such responsibility.

13. The Hirer must report any defects in the accommodation, furniture, or equipment to the Pioneer Community Worker immediately.

14. The Hirer must comply with The Hub's Health & Safety policy and ensure all attendees are

aware of safety procedures. A Health & Safety briefing will be provided prior to the event.

15. Any external groups working with children, young people, or adults at risk must provide evidence of up-to-date safeguarding policies, DBS checks in line with national guidance, and appropriate safeguarding training for all staff and volunteers

16. If you have not been provided with a key, you must arrive promptly at the agreed opening time so that staff can let you in, and you must remain in The Hub until the staff member arrives to lock up. Please ensure you are fully packed away and ready to leave by the agreed finish time.

17. Cancellations: If a booking is cancelled within seven days of the hire date, a £10 cancellation fee will apply. If the cancellation is made more than seven days in advance, the hire fee and deposit will be refunded in full. If Lubbesthorpe Alive CIC must cancel a booking due to circumstances beyond its control, the hirer will be offered an alternative date or full refund.

18. Supervision: The hirer is responsible for the supervision and behaviour of all persons using The Hub during the hire. Children under 18 must be supervised by a responsible adult at all times.

19. Accidents and Incidents: Any accidents, injuries, or near misses occurring during the hire must be reported to Lubbesthorpe Alive CIC as soon as possible after the event. An incident report form may be requested for completion.

20. Inflatables: Bouncy castles or inflatables are permitted only if hired from a professional company with valid Public Liability Insurance and safety certificates (PIPA or equivalent). Lubbesthorpe Alive CIC reserves the right to request copies of these certificates. The maximum permitted size is 12ft x 12ft.

21. Key Safe Security: If a safe code has been provided to you, the key safe code must not be shared, disclosed, or passed on to anyone other than the named hirer. The hirer must ensure the key is returned to the safe and the code scrambled immediately after use.

22. Loss of Utilities: Lubbesthorpe Alive CIC cannot accept responsibility for any loss, interruption, or failure of electricity, heating, or water supply beyond its control.