4CT Limited

Charging & Hiring Policy

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THE ISSUE STATUS

The issue status is indicated by the version number in the footer of this document. It identifies the issue status of this Room Hire and Charging Policy.

When any part of this Room Hire and Charging Policy is amended, a record is made in the Amendment Log shown below.

The Room Hire and Charging Policy can be fully revised and re-issued at the discretion of the Management Team.

Please note that this Room Hire and Charging Policy is only valid on day of printing.

Issue	Page(s)	Issue Date	Additions/Alterations	Initials
1	All	December 2011	All	JW

4CT Limited

Charging Policy

4CT is committed to providing affordable room and equipment hire for local groups and other organisations that agree to abide by our rules and standard conditions.

4CT will balance the need to cover the costs of running our centres with the ability of hirers to pay, charging on a sliding scale to reflect this.

In exceptional circumstances 4CT would consider allowing free use of space by an unfunded local group or offer other support. This might be by providing support and information on funding opportunities, for example.

4CT recognises a distinction between charitable and non-charitable activity, and will charge a higher rate for room hire to those providing services at it centres for personal gain.

Charges, and this policy, will be reviewed annually, giving careful consideration to the following factors:

- Comparable rates charged by other organisations locally
- The costs of running the centres; for example, any increases in Business Rates, utility costs or insurance
- The need to ensure 4CT does not unreasonably restrict access to its centres and potential beneficiaries

General rules

Preamble
The management of the Grange Community Centre and Sporting Edge Community Sports Centre, herein known as the Centre(s) is invested in the Trustees of 4CT Limited (4CT).

Use of the Centre
Use of the Centres and their facilities is subject to the following rules and, in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

Equal Opportunities
The Centres shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status. Due to funding restrictions the Centres or their rooms may not be hired to a religious or political group.

Applying to use the Centre
1. Application for use of the Centre shall be made to the Centre Manager.
2. The right to refuse any application for the use of the Centre facilities is reserved to the Chief Executive or the Manager, providing that the Manager reports his/her action to the Chief Executive at the earliest opportunity. The Chief Executive may refuse an application to use the Centre facilities if the use by a particular organisation or individual presents a risk of public disorder or of alienating the Centre's beneficiaries or supporters.
3. All arrangements for the use of the Centres facilities are subject to 4CT reserving the right to cancel bookings when the premises are required for use as a Polling Station or are rendered unfit for the intended use. **(Grange only)**
4. Sections and affiliated groups of 4CT shall normally have priority use of the facilities, but all arrangements to hire facilities made with outside bodies and individuals shall be honoured by 4CT, except as provided for in (3) above.

Hours of Opening (Grange only)
Facilities are normally available for the use of hire between the hours of 8.30am and 8.00pm Monday to Thursday and 8.30am to 4pm on Fridays. The Centre can be opened in the evenings and weekends but only by advanced application, and within times set by the Board of Trustees.

Maximum Capacity (Grange only)
The Centre has a maximum capacity for each room and grounds (see table) and on no account shall these figures be exceeded.

Area	**Maximum Capacity**
Hall	120
Activities Room	15
Training Room	20
Conservatory	10
IT Suite	15
Meeting Room	5
Grounds	1000

Safety Requirements

1. Nothing shall be done which will endanger the users of the building, and the policies of the insurance relating to it

2. Obstructions may not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public egress

3. Fire fighting apparatus shall be kept in its proper place and only used for its intended purpose and only used by trained personnel

4. The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Manager

5. Performances involving danger to the public shall not be given

6. Highly inflammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g.: polystyrene, cotton, etc.) shall be undertaken or erected without the consent of the Centre Manager

7. No unauthorised heating appliances shall be used on the premises

8. The First Aid Box shall be readily available to all users of the premises. It is located in the Front Office. The Centre Manager shall be informed of any accident or injury occurring on the premises

9. All electrical equipment brought into the building shall comply with the Electricity or Work Regulations, 1989. 4CT disclaims all responsibility for all claims and costs arising out of any such equipment that does not comply.

Supervision

The Hirer or person in charge of the activity shall not be under 18 years of age and must be on the premises for the entire period of hire, or duration of the activity. The person in charge shall not be engaged in any duties, which prevent him/her from exercising general supervision.

When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons, none of whom shall be less than 18 years of age, on duty.

All persons in charge or on duty shall have been informed of the procedure for evacuation of the premises and shall be familiar with the fire fighting equipment available.

Sporting Edge - Due to health and safety and insurance reasons, young people 16yrs and under must be accompanied by a parent / carer or be supervised by a coach / youth worker

Intoxicating Liquor

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without express permission in writing of the Centre Manager, whose

consent must also be obtained prior to seeking any Occasional Licence or Permission for the sale of alcoholic liquor.

Betting, Gaming and Lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the Centres premises shall ensure that the requirements of the relevant legislation are strictly observed.

Stage Plays

The Centre Manager must be given at least four weeks' notice of a stage play production, so that the appropriate licence may be obtained from the local council, which itself requires three weeks' notice.

Recorded Music Licence

It is the responsibility of any independent user group, which uses recorded music in its activities to check if it requires a licence from Phonographic Performances Ltd (PPL) and, if so to obtain one.

Storage

The permission of the Centre Manager must be obtained before goods or equipment are left or stored at the Centre, except that the Centre Worker is authorised to grant permission for overnight storage of goods and equipment brought to the Centre for a particular function or event.

Loss Of Property

The Centre cannot accept responsibility for damage to, or the loss or theft of, Centre user's property or effects.

Car Parking

Cars shall not be parked so as to cause an obstruction at the entrance to, exit from, the Centre. Where parking is provided and available, this must be used, and in any case users of the Centre should avoid undue noise on arrival and departure.

Nuisance

1. Litter shall not be left in or about the Centre premises.
2. Except in the case of trained guide dogs for the blind, dogs shall only be permitted on the Centre premises in connection with organised activities such as dog training or dog shows.
3. Hirers and organisers of events in the Centre are responsible for ensuring that noise level of their functions is not such as to interfere with other activities within the building not to cause inconvenience for the occupiers of nearby houses and property.

Cleaning and Security

All use of Centre premises and facilities is subject to the users or hirers accepting responsibility for returning furniture and equipment to their original position, and for securing doors and windows of the premises as directed by the Centre Worker. All users shall also leave the premises and surrounds in a clean and tidy condition, as may be directed by the Centre Manager.

The Grange Community Resource Centre

4CT Limited

ROOM HIRE BOOKING FORM

Please return by Fax to: 0161 230 1422

Contact Name			
Organisation & Address		Price Band	[ ] A [ ] B [ ] C
Tel		Fax	
E-mail			
Date(s) Time (From & To) (including set up and closing time)		Room(s) Required, (maximum occupancy is shown)	□ Hall---------- 120 □ Activities---------- 15 □ Training---------- 20 □ Conservatory---------- 10 **(Hall will be set up in rows, other rooms as board meeting layout unless specified otherwise)**
Numbers Attending (Refreshment & Seating purposes)		Equipment Required	□ Flipchart and stand □ OHP Projector □ OHP Screen □ TV Video
Purpose of Room Hire			
Specific Instructions: (e.g. layout)			

Invoice Details (If different from contact details)	

Authorised By (Print)		Signature Date	

On behalf of 4CT (Print)		Signature Date	

By signing the above booking form you have agreed to abide by the standard conditions of hire and general rules of use.

Office Use Only:
Booking Ref: …… Confirmation Sent:

Hire Charge: ……

Rules for meeting room users (Grange)

4CT require all organisations using its premises to comply with its health and safety regulations - a copy of which is kept in the offices of all 4CT premises.

4CT requires all organisations using its premises to comply with its Safeguarding Policy, or have policies of their own in place. A copy of this policy is kept at all 4CT premises for reference.

Whilst 4CT has full liability insurance cover, organisations must ensure that they are also covered by their own insurance.

1. Housekeeping Rules

- In the interests of fire safety the person in charge of the activity taking place must read the fire notice displayed in the room before the meeting or session commences.
- He or she is required to record the presence of everyone attending the meeting or activity.
- Before the meeting or activity begins, the person in charge must indicate to all those attending the correct procedure to follow in case of fire in the vicinity of the room or if the fire alarm sounds; and the position of the nearest fire exits and assembly points.
- He or she is required to ensure that fire exits are kept clear of obstructions at all times.
- He or she should also indicate the situation of the toilets and kitchen (if appropriate).
- If furniture is moved it must be returned to its original position at the end of the meeting or session.
- 4CT expects groups using their premises to leave the meeting room and kitchen (if used) in a clean and tidy condition. Failure to do so may result in refusal to accept future bookings.

2. In the event of a fire or fire alarm

- In the event of a fire in the room, or if the fire alarm is set off elsewhere, the person in charge of the activity should follow the instructions given on the fire notice previously mentioned. He/she should ensure the nearest fire exit is used and that everyone goes directly to the designated assembly point so that they can be checked against the list of attendees.
- If it is safe to do so, he/she should contact the person in charge of the building to ensure that the fire brigade has been contacted.
- No-one should be allowed to leave the assembly point until the attendance list has been checked or allowed to re-enter the premises until the Fire Officer or the person in charge of the premises gives permission.

Standard Conditions of Hire of Rooms at the Grange

1. All arrangements for hire of rooms, goods or services are made between 4CT Limited (4CT) and the Hirer. Contracts may not be entered into directly with suppliers to 4CT.

2. Room hire is normally from 8.30am to 8pm Monday to Thursday and 8.30am to 4pm on Friday. All other times will be charged at Evening or Weekend rates. 4CT reserves the right to refuse any additional hours unless pre-arranged and to charge for extra hours / additional rooms used.

3. Provisional bookings may be made by telephone, fax or e-mail. Rooms are secured only on receipt of a booking form and the issue of a confirmation sheet. The booking form should be sent to 4CT within 14 days of the provisional booking or the room hire will be automatically cancelled.

4. The room hire fee, and any fees due in respect of catering or equipment hire, will be due within 30 days of receipt of the invoice raised for these items. Should the Hirer fail to pay any invoices within this period 4CT shall have the right to refuse future bookings.

5. 4CT reserves the right to alter or amend prices or other details shown in this brochure or on the website (www.4ct.org.uk). The Hirer will be invoiced for the rates applicable at the time their booking is confirmed.

6. 4CT does have some equipment for hire. If we cannot meet your needs we will normally agree to the Hirer supplying or hiring their own. The Hirer shall be responsible for all their own equipment brought onto the premises and for any damage caused to 4CT property or fixtures by any person, equipment or exhibit brought on to the premises by the Hirer.

7. Parking at the Grange is limited so we would ask if large numbers are attending that consideration be given for the surrounding residents.

8. 4CT take no responsibility for damage caused to or by any vehicle or property left within the grounds of the Grange or surrounding area.

9. The Hirer shall be responsible for obtaining any licences necessary in connection with the booking, other than those already held by 4CT.

10. The Hirer shall be responsible for making arrangements to insure against any third party claims, which may lie against his/her organisation whilst using The Grange. (The Grange is insured against any claims arising out of its own negligence.)

11. The Hirer shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority and the Local Authority or otherwise.

12. The Hirer shall ensure that the General Rules governing the use of the Grange, as displayed, are complied with.

13. The Hirer shall, on making the booking, inform the Centre Worker of his/her requirements as to the provision of refreshments or the canteen facilities, and shall be responsible for any extra charges thereby incurred.

14. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything, which may endanger the premises, their users, or any insurance policies relating thereto.

15. The Hirer shall indemnify the Grange for the cost of repair of any damage done to any part of the property, including the curtilage thereof, or the contents of the building during or as a result of a booking.

16. The Hirer shall, if selling goods on the centre premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed as shall be the organiser's name and address, and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

Grange Room Hire Charges
From Mon 1st Sept 2010

Opening Times 8am to 8pm MON to THURS 8am to 4pm FRIDAYS

ADDITIONAL RATES MAY APPLY OUTSIDE OF THESE TIMES – PLEASE ASK FOR A QUOTATION

CHARGES PER HOUR

Room	Band A	Band B	Band C
Hall (max 120)	£12	£25	£30
Conservatory (max 10)	£5	£7	£10
Activities Room 1 (max 12)	£8	£12	£15
Training Room (max 20)	£8	£12	£15
Equipment (per item, per booking)	£5	£8	£10
Grounds	Price to be quoted per event		

We also have an IT room suitable for training

Activities IT Room (max 12) (IT use available, please book in advance if required)	£6	£10	£12

- All room bookings include tea / coffee
- Biscuits / juice / water can be supplied on request at an additional charge or customers may bring their own refreshments

BAND A = Small groups with income of less than £10,000 per annum
BAND B = Groups / agencies with an income of 10,000 to £100,000 per annum
BAND C = Groups / agencies with an income of over £100,000 per annum

Equipment Available to hire: (see table above for hire charges)

- **Flipchart stand and paper**
- **OHP Projector**
- **OHP Screen**
- **TV**
- **Data projector (for linking to a laptop or PC)**

If booking please remember to provide a 'Purchase Order Number' for invoicing including correct address for invoicing

Sporting Edge Community Sports Centre
BOOKING FORM
1 SILVERLACE AVENUE, OPENSHAW, M11 1GN
Tel: 0161 301 1412

Contact Name of Hirer			
Organisation Name			
Address			
Tel		Fax	
E-mail			
Date(s) Time (From & To)		Space(s) Required,	□ Full Hall □ Half Hall □ 5 a side area □ Badminton Court □ Community Room □ IT Suite (small meeting room)
Numbers Attending		Sports Equipment Required	Subject to availability
Purpose of Room Hire			

Invoice Details (If different from contact details)	

I am duly authorised to sign this form on behalf of the above named organisation.

Authorised By (Print)		Signature Date	

By signing the above booking form you have agreed to abide by the standard conditions of hire and general rules of use and you confirm that you have the appropriate Insurance to cover your activity.

Due to health and safety and insurance reasons, young people 16yrs and under must be accompanied by a parent / carer or be supervised by a coach / youth worker.

Office Use Only:	Confirmation Sent:	
Booking Ref: ……		
Hire Charge: ……	Date: ……..	Signed: …….

Please return by E-Mail to: v.keelan.4ct@btconnect.com or by Post: Sporting Edge Community Sports Centre, 1 Silverlace Avenue, Openshaw, Manchester, M11 1GN.

Confirmation will be sent on return of Booking Form.

Facility Hire at Sporting Edge - All rates are per hour

Facility	Week day rate up to 4pm	After 4pm and weekends	Evening rate (under 16's)
1 Outdoor Pitch	£11.00	£27.00	£24.00
2 Outdoor Pitches	£20.00	£36.00	£32.00
Whole Outdoor	£29.00	£45.00	£40.00
Full Sports Hall	£27.00	£30.00	£27.00
Community Room	£16.00	£16.00	£16.00
IT Room	£16.00	£16.00	£16.00

Sporting Edge Terms and Conditions of Hire

1. Booking of the facility will be at the discretion of 4CT Limited (4CT).

2. The hirer shall be responsible for and will keep the Sporting Edge facility insured against all damage, loss, injury of every description and death, which may occur to any person or persons using the premises hired, or to the property of any such person whether damage of injury shall arise accidentally or otherwise.

3. The Hirer must ensure that the premises are left in a reasonable condition as defined by 4CT. The Hirer will be held responsible to cover the costs of repair work, which occurs as a result of damage caused during booked period. Should any additional work be required, during / after the booking, the hirer will be charged at a rate seen appropriate by 4CT.

4. The Hirer shall not, in any circumstances whatever, assign or sublet or part with possession of the premises.

5. The Hirer shall be responsible for complying with the provision of the law, particularly in relation to the admission of the persons to the premises during the booking and for obtaining all necessary licences and consents.

6. All functions must be open for inspection by the Centre Management, any officers of MCC and the Police.

7. The premises must be used only for the specific purpose for which the booking is given. Ignoring this rule will cause termination of the booking forthwith. Any pre-payment will not be refunded in these circumstances

8. Bookings will only be granted following the submission and completion of the written application attached giving all the necessary information.

9. All safety rules applicable to the activity must be applied with correct footwear to be worn at all times; 3G Pitches trainers and shin pads (as required in FA safety guidelines).

10. Any accident must be reported to the Centre Manager as soon as possible and an accident form completed.

11. The facilities cannot be used until the full hiring fees are paid except special bookings, which are paid on demand. All bookings are accepted in the understandings that no refund of the booking fees can be made in the respect of the hirers transferring or cancelling any booking.

12. A minimum of 4 weeks notice must be given for the termination of letting. This must be given in writing to the Centre Manager.

13. A minimum of 7 days notice must be given and agreed if the Hirer is unable to attend their booking time. Failure to do so will result in the Hirer being charged at the agreed rate

14. The Hirer must provide at their own expense a sufficient number of stewards, attendants and if required qualified persons as the management considers necessary to ensure safety and proper conduct is maintained

15. The hire charge is to be paid within thirty working days of the issue of an account. Cheques should be made payable to 4CT Limited

16. It is the duty of each group hiring the facility to hold relevant child protection and equal opportunities policies

17. Due to health and safety and insurance reasons, young people 16yrs and under must be accompanied by a parent / carer or be supervised by a coach / youth worker

Print Name…….. **Sign: ……..**

Date:…….. **Company: …….**