



## St Pauls Learning Centre

### Booking Terms and Conditions

St Paul's Learning Centre is managed by the Ethical Property Company. If you would like to book a room please do this via our website, via email [splcbookings@ethicalproperty.co.uk](mailto:splcbookings@ethicalproperty.co.uk) or contact us on 0117 9145470. Please see the website for available rooms, their capacity, up to date rates and FAQ's: [www.stpaulslc.co.uk](http://www.stpaulslc.co.uk)

St Pauls Learning Centre and Ethical Property believe that spaces should be safe, supportive and most importantly welcoming and inclusive to all.

We do not tolerate any form of discrimination or harassment within our spaces and believe the best way to combat this is to provide spaces that are non-judgemental and that celebrate diversity in our society. We welcome bookings from those who pro-actively demonstrate inclusivity, diversity, social inclusion and respect our values.

**\*All booking requests mean you are entered into an agreement to abide by our Terms and Conditions.**

Acceptance of bookings is at the absolute discretion of Centre Management.

#### Other conditions of use

All terms and conditions apply to the Hirer named on the booking form and any persons given access to the Hall by the Hirer or the Hirer's organisation during the booked session ('Hall users'). The Hirer is responsible for ensuring that these conditions are complied with.

#### Definitions

- "The Hirer" means the person who has made the booking and is ultimately responsible for the event and has entered into the booking agreement.
  - "The Host" means the person who is named by the Hirer as being responsible for the session and present on the day.
  - "Attendees" means all persons attending the Event at any time.
  - "Session" means the duration of the booking, including any set-up or pack down time taken.
  - "Building users" encompasses all individuals who use the building, including staff, tenants, visitors, hirers, attendees, contractors and members of the public.
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 rooms may be used only for the purpose stated on the booking form. No illegal activities may be conducted on the premises.
  4. The legal room capacities for people must not be exceeded at any time.
  5. The Hirer and/or Host is responsible for obtaining Public Liability Insurance and any other relevant insurance.



6. The Hirer and/or Host is responsible for obtaining any licences which may be needed from the Performing Rights Society, the local authority or any other such body, and for compliance with the terms of those licences.
7. 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.
8. Meeting room users must comply with all the conditions made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or any other such body.
9. If room users are preparing, serving or selling food during the session, they must comply with all the relevant health and hygiene legislation and regulations.
10. The Hirer and/or Host must ensure that any electrical appliances brought onto the premises and used there are safe and in good working order and used in a safe manner.
11. Any personal injury or loss or damage to property must be reported to centre Management at the end of the session.
12. Smoking is not permitted on the premises.
13. Blue Tack and chewing gum are not permitted in any of the rooms.
14. Any booking for use with children and young people under the age of 18 must ensure that attendees are accompanied and supervised by adults at all times.
15. Individuals and groups hiring rooms must carry out risk assessment for the activities undertaken. Centre staff are able to give advice.
16. The Hirer and/or Host is responsible for the Health & Safety of all participants of their session, and must ensure they have adequately trained personnel in attendance.
17. EPC 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 or any persons using the room(s) on the dates agreed. The hirer shall be responsible for making arrangements to insure against third party claims, which may lie against the hirer/hirer's organisation while using the Centre (Ethical Property Company is insured against claims arising out of its own negligence).
18. The booking times must be strictly adhered to, and the premises must be cleared and vacated promptly at the end of the session. Furniture must be replaced in the exact positions shown on the plans provided in each meeting room. We reserve the right to invoice for bookings that overrun and/or fail to leave the room in a acceptable state.
19. Please ensure you include set-up and pack-down time in your booking. There is a minimum booking time of 1hr in Classrooms and 1.5 hrs in the Hall.
20. Multiple bookings in the same room, made by a single customer in a day, must have a minimum of 2 hours between bookings to allow for changeover and availability of the room to other hirers.
21. Any rubbish produced during the session must either be removed from the rooms at the end of the session or put in the rubbish bin or recycling container. All surfaces to be left clean & tidy.
22. It is the The Hirer and/or Hosts responsibility to ensure that all attendees have vacated the building at the end of the booking.
23. Noise levels must be contained to a reasonable level at all times so as not to be audible in any neighbouring premises.
24. Hirer must abide by the centre's cancelation policy and is liable for full hire costs if cancellation occurs less than 2 weeks prior to event.
25. We reserve the right to cancel your booking if necessary for operational or public health reasons (e.g. building works) In the very 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 and booking fee in full but will not be liable to make any other compensation.
26. Invoices must be paid within 30 days of receipt. If invoices are not paid within 30 days we reserve the right to cancel future bookings.



27. If applicable the Hirer confirms that they are fully aware of the principles contained in the government documents 'Safe from Harm' and 'Working Together to Safeguard Children' and undertake to adopt the recommended practice in all work with children and young people under the age of 18 years. Where working with adults who may be at risk of abuse it is the expectation of the organisation that the Hirer will follow the principles outlined in 'No Secrets' and the ADSS document 'Safeguarding Adults – a national framework of standards for good practice and outcomes in adult protection work'. See Safeguarding section below.
28. We do not discriminate on grounds of gender, age, race, religion, or sexual orientation and expect all building users to conduct themselves with decorum and respect. We reserve the right to refuse booking to any individual or organisation that expressly operates without tolerance or inclusivity. Anyone displaying racist, sexist, derogatory or discriminatory comments or behaviour on site at St Pauls learning Centre will be told to leave immediately.

### **RESOURCE HIRE**

- "Resources" relates to additional items used, such as computers, projectors, screens or refreshment equipment.
1. All Resources other than refreshment provisions, will be signed out to the Hirer and/or Host on arrival and must be signed back in again with all items present and in good working order.
  2. Any loss or damage to any hire Resources must be reported immediately to the Learning Centre Staff.
  3. The Hirer and/or Host is responsible for ensuring any equipment hired is treated with care and is not subject to improper use.
  4. Any loss or damage of Resources occurring during a session, whether discovered or reported during or after, will involve a negotiation regarding remuneration or replacement and may incur charges.

### **SAFEGUARDING**

#### **Definitions**

- The definition of 'children' is young people under the age of 18 years.
  - The definition of 'vulnerable adults' is that used by the Criminal Records Bureau (CRB): a person aged 18 or over who has a condition of the following type:
    - i) a learning or physical disability;
    - ii) a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or
    - iii) a reduction in physical or mental capacity.
  - Safeguarding: Safeguarding refers to taking reasonable measures to ensure the risks of harm to children's welfare are minimised and where there are concerns about children and young people's welfare, to take all appropriate actions to address those concerns.
  - "Attendees" means all persons attending the Event at any time
1. The Hirer is responsible for ensuring that all necessary safeguarding measures are in place for Events with Attendees under the age of 18 years and Vulnerable Adults and that the appropriate consent has been obtained from the parent, guardian or carer for such Attendees prior to the event (which can be evidenced on request).
  2. The Hirer is responsible for ensuring that all staff and volunteers have completed the appropriate checks to permit them to work with children, in keeping with the guidance provided by the Disclosure and Barring Service.
  3. The Hirer should ensure that everyone connected with the Event complies with the Ethical Property Company's safeguarding guidance, a copy of which can be sent upon request.



4. The Hirer must have own safeguarding arrangements in place that support the Ethical Property Company's safeguarding procedure prior to the date of the event.
5. By taking a booking with us, the Hirer is declaring point 4 will be or has been adhered to prior to the date of event.
6. The Hirer is responsible for ensuring that all activities involving children and young people have more than one adult present and an acceptable ratio of adult to child.
7. Where children of visitors are present at the Event, they remain the responsibility of their parent/guardian or those acting in loco parentis to ensure their safety and wellbeing at all times.
8. For activities that are restricted to attendees over the age of 18, you shall ensure that the ID and date of birth for all attendees are checked prior to admittance. You shall be responsible for ensuring that no one under the age of 18 is admitted.
9. For the avoidance of doubt the Ethical Property Company will take reasonable endeavours to ensure that children under the age of 18 are safe whilst within our building but the Ethical Property Company accepts no liability for providing a safe environment for such individuals. Such liability remains with the Client at all times.

#### **ADDITIONAL COVID-19 T&C's (IF APPLICABLE AT TIME OF BOOKING)**

1. By confirming a booking, the hirer agrees to abide by the Covid-19 Hirers Guidelines and is responsible for inducting all attendees in their party.
2. All hirers are responsible for their own Risk Assessments of their activity prior to their event and ensuring numbers of attendees do not exceed the socially-distanced capacity levels of the space hired.
3. It is the responsibility of the host to keep good hygiene and manage social distancing measures of attendees when using the building.
4. Types of activities we are able to host will be in-line with the current government guidelines. It is the responsibility of the hirer to ensure their event is Covid compliant in line with the current guidelines at the time of the event. By making a booking with us, the hirer accepts all responsibility for the legality of their event. Please do check the government Covid guidelines regularly before your event.
5. We reserve the right to close the centre immediately due to local/national lockdown or reported cases, we will refund any booking that is forcibly cancelled.
6. Hosts must keep a record of all attendees/group members as this may be required should a case be reported at the Centre.
7. IT IS ABSOLUTELY IMPERATIVE THAT ALL HOSTS CHECK IN AND ENSURE ATTENDEES DO NOT ATTEND THE CENTRE IF THEY HAVE BEEN IN CONTACT WITH ANYONE SUSPECTED OF CONTRACTING CORONAVIRUS OR HAVE CORNOVIRUS SYPMPTOMS THEMSELVES.