



THE SIGNAL BOX CENTRE

Terms & Conditions and Lettings Policy

TERMS

1. The term 'MGMT' shall mean The Signal Box Centre Trustees/Management.
2. The term 'Client' shall mean any person making a booking at The Signal Box.
3. The term 'The Signal Box' shall mean The Signal Box Community Centre.
4. The term 'Children' refers to those under 18 years old.

PREMISES

1. The Signal Box rooms are available for hire, either together or separately, for any lawful purpose.
2. The rooms are not offered as being suitable for any specific activity.
3. The room(s) hired shall be used only for the purpose(s) stated on the Booking Form or in correspondence with MGMT.
4. The client shall enter the building only at times agreed with MGMT.
5. Normal operating hours of the Signal Box are 8am to 9.30pm, Monday to Friday and 9.am to 9.30pm Saturday and Sunday.
6. To minimise or eliminate noise nuisance, all music whether live or recorded shall cease at 9pm.
7. The Signal Box may be available at other times by arrangement with the MGMT.
8. All electrical appliances on site are checked annually. If groups wish to use their own equipment please check with MGMT, who may request a current test certificate from the client.
9. Children are not allowed in the kitchen area except under adult supervision.
10. Smoke machines, portable heaters, generators or power machinery must not be used under any circumstances.
11. All rubbish shall be removed from the premises or placed accurately in recycling containers as agreed with the MGMT.
12. Rooms and furniture shall be left in the condition they were made available for use.
13. Cleaning costs incurred by MGMT due to the misuse of room(s) or equipment provided shall be charged to the client.
14. MGMT shall not accept liability for damage to or loss of property or for personal injury not caused by negligence of MGMT.



15. There is a strict NO smoking policy within The Signal Box building and its immediate surroundings, up to and including an area 3 metres from any boundary of the building.
16. All hirers are strongly advised to have their own legal liability insurance, such as Employers Liability; third Party Liability etc.
17. All damages and breakages to The Signal Box premises or to the property of The Signal Box, including the loss, removal or theft of property, shall be charged to the client at replacement cost.
18. The Signal Box will not be licensed for the sale of alcohol at any time.
19. Illegal drugs are banned from The Signal Box. MGMT reserves the right to terminate a hire with immediate effect in the event of drug abuse.
20. Licenses/permissions for music; theatre; dance; film whether performance or reproduction shall be the full responsibility of the client. MGMT may require the production of licenses at the time of booking or at a time specified them before the start of any event.
21. There is no car parking on site (drop off only parking advice is available on the Signal Box website. <http://thesignalbox.org/findus.php>)
22. Maximum numbers allowed standing: Great Western Room - 50; Eastern Room 25.
23. Anything agreed with MGMT over and above these terms and conditions must be in writing and the hirer shall be required to produce a paper copy of this at the scheduled time of hire.

CLIENTS

1. Clients must be aged 18 or over.
2. Clients, or their official representatives by prior agreement, must be present for the entire hired sessions. Participants will be refused entry if the client is not present.
3. Clients must be fully aware of and responsible for, any guests consuming alcohol. MGMT reserves the right to terminate a hire with immediate effect in the event of alcohol misuse.
4. The Signal Box must not be left unattended at any time. Clients must remain in The Signal Box to hand over to the custodian or MGMT at the end of the booking.
5. The client shall ensure that all participants enter & exit the building and its adjacent areas quickly and quietly to minimise any disruption to residents.
6. The client shall ensure that all fire and safety regulations are observed while using the building, that all fire exits are kept clear always and that all fire doors remain closed. No fire equipment shall be tampered with or removed from its place, except in the case of fire. Costs incurred due to misuse of fire equipment shall be charged to the client in full.



7. Clients wishing to hire a room and the kitchen to prepare food to sell, will be required to comply with current food hygiene regulations.
8. The client shall not use: or allow: or cause: any items to be used on the premises which involve a naked flame, such as candles. Or any items lit with a naked flame that subsequently burn, such as incense sticks. Any costs involved because of damage caused by the client's failure to comply with the specific provisions shall be borne by the client.
9. No request for hire shall displace any existing booking.
10. Where a hiring is made by an organisation or group of people, we reserve to right to require two people to be named as the responsible clients.
11. All hire is subject to the Terms and Conditions of hire set out by The Signal Box Management and clients must sign acceptance of these prior to hiring.
12. A maximum of 15 Minutes is allowed either side of the booking for set up time and tidy up time, on occasion the 15-minute period will be shared with the adjacent booking.
13. The first time hire for every client, must include a compulsory short Induction.

PAYMENTS

1. The Signal Box Management shall have the final say in the category of hire.
2. For regular bookings payment, a monthly invoice will be issued with electronic payment due no later than 7 days after the month end.
3. For one off bookings, an invoice will be issued shortly after the event with electronic payment due within 7 days.
4. For certain events, as specified by The Signal Box Management, a deposit of £100 may be required at the time of booking. The deposit shall be refunded after the event once The Signal Box Management is satisfied that no damage or loss of property has occurred.

CANCELLATIONS

1. The Signal Box Management may cancel a booking if the centre is unavailable to the client on the day by any cause beyond its control. This will include, but not be limited to; fire, flood, power failure, storm, civil disturbance or industrial action.
2. Any deposit already paid will be refunded in full for hiring's cancelled by The Signal Box Management. However, The Signal Box Management shall not be liable to make any further payment to the client in respect of expenses, costs or losses incurred directly or indirect directly by the client in relation to a cancellation.
3. Any client cancelling an event with less than three weeks' notice will normally be charged up to 50% of the hire charge.
4. Clients will be liable for the full charge for any bookings cancelled with less than seven days written notice.



- I/We understand that I/We am/are personally legally responsible for the care and security of the premises and will pay for all damage to property.
- I/We will be personally responsible for the health and safety of participants at this event.
- I/We accept that I/We am/are personally legally responsible the behaviour of participants at this event.
- I/We will be responsible for calling for assistance or emergency services if necessary. * I/We will be legally responsible for public liability for this event.

I/We have read and understood these Terms & Conditions and Lettings Policy and agree to abide by it.

Signed:

Signed:

PRINT:

Date:

The Signal Box Centre is run as a not for profit organisation and a registered charity (No 1163454)