**ShipShape Terms and Conditions for Hiring the Facilities**

BOOKING

1. All applications for hire of Community Facilities must be made on an official booking form. Applications should, whenever practicable, be received at least 7 days prior to hire.  No provisional bookings will be taken with less than 7 days to the event. Bookings cancelled within 7 days of hire will be subject to full charge.
2. All bookings made in respect of the community facilities are subject to the times stated on the booking form. Hirers must ensure that the community facility is cleared at the appropriate time. Entry to community facilities will be from the time specified on the application for let. Additional time may be charged after the event, if necessary.
3. All groups using the facilities shall state the purpose for which they are engaged and shall not sublet or alter the purpose for which they are engaged without the consent of ShipShape staff. If the facilities, or any part thereof, are used for purposes different from that for which they are engaged, ShipShape staff reserve the right to terminate the booking at any time without ShipShape staff being liable to the hirer for costs incurred by the group.
4. The hirer is expected to familiarise themselves with the facilities available and to ensure that they are adequate for the purpose intended.
5. ShipShape staff reserve the right to grant or refuse any application for let in whole or in part without giving any reason for same.

PAYMENT

1. An invoice will be issued on acceptance of the booking. 25% is required prior to the booking and full payment will be subject to our 30 day term.
2. ShipShape staff reserve the right to bill additional charges as a result of any damages after the event.
3. Failure to pay any accounts within the time required will result in a review of our agreements for future hire.

SMOKING

1. ShipShape operates a strict no smoking policy in this facility both inside and outside the building except for a designated area by the back (kitchen) door. As part of this, smokers should not roll up cigarettes inside the building.

THEFT, LOSS OR DAMAGE

1. The hirer is advised that ShipShape staff can accept no responsibility in respect of loss or theft of articles from the premises during the let or any articles left on the premises at any time.
2. ShipShape staff accepts no responsibility for any loss or damage, including personal injury and death, resulting from the premises proving to be unsuitable for the hirer’s intended use.
3. The hirer is advised to take out appropriate insurance to cover loss or damage of property belonging to themselves, ShipShape staff or members of the public and to cover death or injury of persons in the facility during the period of hire.
4. When an event is open to the public, the hirer is required to take out at least public liability insurance and the premises are let on the understanding that this will be done.
5. The hirer must indemnify ShipShape staff against any loss or damage as described within these conditions.

HEALTH AND SAFETY

1. In the event of an accident within the premises the hirer must report the incident as soon as possible to a member of ShipShape staff and an accident report form must be completed and returned as specified on the form.
2. The hirer is required to ensure compliance with the Food Safety Act 1990 and any subsequent related regulations.
3. Hirers must make themselves aware of Fire Regulations and procedures in force and as outlined in the fire evacuation notices displayed in Community Facilities.
4. The hirer is responsible for ensuring that all gangways, doorways, stairways, exits, emergency exits and entrances are kept unobstructed at all times.
5. The hirer is responsible for the provision of suitable automatic cut-out circuit breakers for any occasions where the use of electrical musical equipment is in use.
6. If a hirer is operating any portable electrical appliance not provided by ShipShape staff this equipment must have a valid portable appliance test label or certificate. If the valid label or certificate is not available then this equipment will not be able to be used within the facilities. All electrical equipment must have a valid PAT test certificate or proof that the equipment is under 12 months old.
7. No explosives, highly flammable spirits or liquid gas containers shall be brought into the community facilities and the use of naked lights in any part of the building is strictly prohibited.
8. All chemicals or substances used by users must be approved by ShipShape staff. In accordance with the COSHH regulations ShipShape would then seek a product data sheet and thereafter carry out assessment of the product suitability in relation to Health and Safety. No chemicals will be allowed in any facility without prior approval.

CLEANING

1. All hirers, including organisations, must leave the premises in a clean and tidy condition. This includes washing all crockery used and replacing it in the appropriate storage areas. Failure to comply may result in additional charge to cover cost of additional cleaning.
2. The hirer will be required to remove all reasonable waste from the environs of the facility and where necessary make special arrangements for its removal with a licensed contractor before final vacation of the premises. Failure to do so could result in additional charges being made and or the prevention of any further bookings.

FIXTURES AND FITTINGS

1. Additional fittings, decorations or scenery of any kind provided by the hirer shall be subject to the approval of ShipShape staff before being fitted and must be removed, if required, on the orders of ShipShape staff. Failure to remove items as required will result in making arrangements to remove the same at the hirer’s expense.
2. All other property brought into community facilities by hirers must be removed at the end of the period of hire unless otherwise authorised by ShipShape staff. Failure to comply with this condition will result in hire charges being extended to cover items involved and or any costs incurred relating to their temporary removal.
3. The hirer shall not interfere with electrical fixtures and fittings. No extension from existing electrical fittings shall be made without the consent of ShipShape staff.
4. No fittings of any kind (bolt, nails, screws, blue tac, etc.) shall be attached to any part of the interior or exterior of the building without prior consent from ShipShape staff.
5. The use of community facility notice/display boards is prohibited unless by prior arrangement with ShipShape staff.
6. No posters, boards, placards, logos, fittings, banners, signs or advertisements or other display materials shall be affixed to any internal or external doors, walls and windows without prior consent being sought from ShipShape staff.

COMPLAINTS

1. If a customer wishes to complain about any of the facilities that ShipShape provides then a complaint should be made according to the Complaints Procedure.

MISCELLANEOUS

1. For the purpose of these conditions the term ‘ShipShape staff’ shall include persons authorised by them and the term ‘hirer’ shall also include their employees, their agents, tradesmen, contractors, suppliers and members of the general public entering at the invitation, express or implied, of the hirer or their agents, tradesmen, contractors and suppliers.
2. Use of the telephones (landline) and computers belonging to ShipShape is not permitted unless permission is sought from ShipShape staff.
3. The relevant ShipShape staff members shall have access to all parts of the community facilities at all times including during periods of let.
4. Advice and instructions of ShipShape staff must be strictly adhered to at all times during the let.
5. ShipShape staff or persons authorised by them shall have the right to suspend or take action at their discretion on any matter which, in the opinion of the ShipShape staff, does not comply with the terms of these conditions, or which they consider necessary in the interests of safety and good order or to deal with any contingency not covered by these conditions of let.
6. ShipShape staff reserves the right to amend or add to these conditions of let at any time.
7. ShipShape staff reserve the right to cancel a let without being liable for compensation in the event of facilities being required for any purposes deemed necessary by ShipShape staff.