

St Thomas Centre



Terms of Use and Hiring Agreement

Chatsworth Road
Brampton
Chesterfield
S40 3AW
01246 279916

Responsible person

The User should nominate someone as the “Responsible Person” whose duty it is to ensure application of Terms and Conditions of Use. Responsible Person must be over 18 years of age and be on the premises at all times during the event.

Use of internal and external areas

Use of the premises is restricted to that agreed in writing between the Centre and the User. The User should not allow other sub-users to use the premises; use the premises for any unlawful purpose; permit any activity (or allow anything to be brought onto to the premises) that might endanger the premises or persons or render invalid any insurance policies.

Damages and faults

The User is requested to report any faults or damage as soon as practicable following the event or activity. Please use the welcome pack to do so or email us at the end of the booking.

Alcohol

The User must not offer for sale any alcoholic beverages either directly or indirectly. All alcohol should be purchased from the centre via the bar.

Adult entertainment

No form of adult entertainment is permitted on site.

Gaming, betting and lotteries

No form of gaming, betting or lotteries is permitted on the premises without prior agreement.

Cancellation Policy

All cancellations must be received in writing and preferably by email.

Please note our cancellation fees:

Less than 3 days notice	– no refund
3 – 7 days notice	– 25% refund
8 – 28 days notice	– 50% refund
Over 28 days notice	- full refund

Hours of opening

The premises are open between 8.30am and 11pm. Time required for setting up or clearing away at the premises must be within the times agreed in the Confirmation of Booking. There will be no discretion applied to these times. It is the User's responsibility to ensure compliance.

Centre staff will unlock for a booking no more than 10 minutes before a booking is due to start and expect to lock up no more than 10 minutes after the booking end time. Times booked by the user should include setting up and cleaning down time. Additional time outside of this will be charged for.

Room set up and leaving

Users are expected to set up their own rooms, this includes moving furniture and decorating the room where required. Our team will set up any food or drink that we are providing.

The room is to be returned as found. If you are having a party, please sweep the floor and remove your rubbish from the site.

Parking

Parking is for customers and users only. The centre is not responsible for cars left in the car park.

Noise

The centre is based in a residential area and has many neighbours. We ask users to be mindful of residents at all times ensuring noise levels do not cause disturbance to our neighbours. We ask that all loud events and parties keep the windows shut at all times and all loud noise ends at 10:30pm at the latest.

Smoking

The site operates a no smoking policy in all buildings and around the buildings. A smoking site is allocated in the car park opposite the centre and alongside the church. Please use this point only for smoking on site.

Guests are not permitted to smoke on the patio or other areas of site.

Accidents, dangerous occurrences or incidents

In the event of an accident, the User must complete a report in the Accident and Incident Book (located in the Office) prior to vacation of the premises. The User must report any occurrence or incident which, though not directly causing harm, could have the potential to do so. This includes equipment, fixtures, fittings, building fabric and any other items/equipment belonging to St Thomas Centre and any items brought onto the premises by the user.

Animals

All animals (including birds), excepting guide or hearing dogs, are excluded from the premises, unless specifically permitted by the Centre. Under no circumstances are animals allowed in the kitchen or other areas where food may be present.

Electrical equipment

All equipment brought to site must comply with relevant, applicable British Standards and have been maintained in a safe condition. The User shall be responsible for ensuring the safe erection, supervision and use of equipment.

Fire Evacuation

All fire alarms are tested on a regular basis outside of opening hours. If you hear the fire alarm it is crucial that you leave the building through the most suitable route and congregate at the front of church on the path from the main doors to the road.

Staff will check and secure the building but you must ensure that all users of the room are accounted for.

Do not enter the building until staff have advised it is safe to do so.

Food on site

The centre will hold no responsibility for any food being made, served or sold on site that has not been prepared by the coffee bar.

We will not store, chill or freeze any food that comes to site that is not direct from our suppliers.

Health and safety

The user should take all necessary measures to ensure the safety and wellbeing of all persons on site.

Public liability

The Centre is insured for any liability arising out of its own negligence. The User might, however, wish to provide insurance to cover all or any person(s) against the User's (or their agent's) liability.

Public safety

The User must ensure compliance with all laws, regulations and conditions arising from National or Local Bodies including the Fire Authority, Local Authority, Licensing Authority or other Bodies. Particular attention should be given to activities at which alcohol is provided, or children in attendance.

Rights

This User Agreement only constitutes permission to use the premises and does not confer any tenancy or other rights of occupation on the User.

Risk assessment

If appropriate, the User shall be requested to carry out a Risk Assessment, to identify any hazards arising from their activities, or possible non-compliance with the Licensing Objectives.

Storage of equipment

All equipment brought onto the site by Users must be removed at the end of any activity or event unless agreed with the centre in advance. The Centre reserves the right to dispose of any equipment or materials not removed by the User within 7 days of the event or activity.