

# MacFarlane Park Centre

## Conditions of Use



Responding in Christian love...  
empowering people in the Shirley Community.

### Right of use

- Shirley Community Trust reserves the right of hire at all times. The person booking the facility must accept the responsibility for the hireage and agree to be present during the entire function.
- SCT reserve the right to give 10 days notice to hirers if unforeseen need arises to use these community facilities – the Park Centre or the Neighbourhood Centre - for our own purposes. This will only be done if absolutely necessary.

### Facility allocation/confirmed use

- Payment must be made in advance. Direct credit into our bank account is our preferred option. Payments for casual bookings must be made before the handover of access code.

### Hours of Use

- The room is to be used only during pre-approved booked hours.

### Cancellation policy

- 48 hours is required for cancellations to be refunded in full. Cancellations within 48 hours will be refunded, minus the bond. Bond will be refunded after the event, provided the facilities are left clean and tidy.
- Agreeing that SCT has the right to charge full rental costs for confirmed bookings not utilised or cancelled without sufficient notice.

### Occupancy numbers

- Ensuring that facility occupancy numbers do not exceed 50 people.

### Health and Safety

- Familiarise yourself with the Arrival Checklist upon arrival and advise SCT of any potential hazards at the earliest opportunity.
- The principal contact needs to be present during the total duration of the hire and be contactable by mobile phone at all times.
- The principal contact will be deemed responsible throughout the period of hire for Health and Safety. Ensure the facility is used in a safe and controlled manner and be aware of evacuation procedures, position of fire extinguishers, the electrical switchboard and ensure all exits are unlocked and unobstructed.
- There is a basic first aid kit on a shelf in the kitchen for use in emergencies.
- Flammable materials and smoke generating equipment are not permitted within the buildings.
- Smoking is not permitted in any part of the Centre or within 5 metres of a doorway.
- Please note all CCC parks are smoke free.
- Alcohol is not permitted in or around the Centre.

### Noise

- Ensuring that your activity noise isn't disruptive to neighbours. Complying with a Council or a Noise Control Officer's request or instructions.

### **Care of the Facility**

Please ensure you have left the Centre in a clean and tidy manner for the next group to use. There is a checklist in the kitchen by the fire extinguisher.

When leaving the facility please ensure:

- The kitchen is left tidy
- Floor is vacuumed/swept
- All rubbish is taken away with you (please bring your own rubbish bags, as we do not supply them)
- Furniture is returned to original position, or stacked neatly.
- Bathrooms are left clean and tidy.
- All lights and heating are turned off. **DO NOT TOUCH THE MAIN SWITCHBOARD!**
- All windows are locked/latched
- Doors are locked and secured
- Key is secured in lock box

### **Bond**

SCT will have the right to retain any bond and recover repair or replacement costs as part of this hire agreement. These charges may be incurred for the following reasons:

- Loss or damage to any equipment, fixture or fitting.
- Unsatisfactory condition rooms left in on completion of hire. Prior permission required before putting up posters & decorations. Please do not insert nails, tacks or any damaging materials into walls.
- Failure to remove function rubbish from premises.
- Damage to facility locks.
- *Failure to vacate premises by agreed time, or excessively early arrival at premises.*
- Noise complaints received by the Council.

### **Feedback**

- Any constructive criticism or suggestions for the improvement of procedures or management of the building are always welcomed.

**Submitting the Booking Form means you agree to abide by all of our terms, conditions and policies.**

Failure to abide by conditions may mean you are liable for costs incurred.

**Thank you for hiring the MacFarlane Park Centre.**