



Hire Charges – April 2010 onwards

In order to make Links Healthy Living Centre a sustainable project the following charges have been introduced for room hire. The charges are negotiable with the Healthy Living Centre Co-ordinator and are based on a pay if you can criteria.

Assisted status

If your service, group or project meets one of the objectives for the centre, then use of the centre is charged at assisted status rate.

For definitions of key targets and objectives please see form – Proposal to Use Links HLC.

Monday – Friday	Normal Rate (Per Hour)	Assisted rate (Per Hour)
Main area	£13.20	£8.80
Children's Area	£11.20	£6.80
Room 1	£8.30	£4.40

Hire Information

1. Prices quoted are per hour
2. In the event of cancellation, without at least 48 hours notice, the hirer will be liable for 50% of the full hire charge
3. The minimum charge per booking is half an hour (daytime) and two hours (evening)
4. Currently the centre does not open at weekends. If you are interested in using the centre during a weekend, please contact the Healthy Living Centre Co-ordinator.
5. The hirer's attention is drawn to clause 8.2 of the Conditions of Hire and is advised to take out his/her own insurance to provide the requisite cover.



Room Availability

Main area

The main area of the centre is a relatively large area that will hold a maximum of 30 people. The area can be partially screened off, but will still be in use as the reception desk, toilets and leaflet racks will still be in use by other centre users. In this respect it is not ideal for private or confidential groups. This area may be available on its own out of the general centre opening hours.

Children's area

The children's area is part of the main area of the centre, but can be screened off to allow privacy. There are children's toys and books available as well as small tables and chairs for the children to use. The centre does not employ, or provide, crèche workers. The area can also be used for small meetings and groups and holds a maximum of 15 people.

Room 1

Room 1 is a small room ideal for counseling or small group sessions. The room holds a maximum of 10 people and is separate to the main area of the centre.



Links Healthy Living Centre Conditions of Hire

1. Explanation of terms used

'Centre'	:	Includes all of the Healthy Living Centre and area to the front and rear of the building.
'Manager'	:	Any employee of Links Healthy Living Centre acting upon their behalf in charge of centre.
'User'	:	Any person using the centre whether as a participant or spectator and whether or not a charge has been paid for entry or use of the facilities.
'Hirer'	:	Person or persons using the centre.
'Booking period'	:	The times of any day reserved for the hirer.

2. Use of the centre

2.1 The centre shall not be used for any purpose other than that identified in the confirmation of booking. No hirer shall levy any charge in connection with a booking without prior consent of the manager.

3. Booking Period

3.1 The centre must not be used for a longer time than the booking period. The Manager will make an additional charge for any excess period.

3.2 The booking period must include time preparation and takedown time.

4. Monitoring

4.1 As the Centre is funded by Big Lottery Funding we need to monitor who uses the centre. Therefore each hirer of the centre will be required to fill in a monitoring form.

5. Safety

5.1 The hirer shall keep every corridor, passage, entrance and exit connected with the centre clear of obstruction and ready for use in an emergency.

6. Advertisements

- 6.1 No advertisements, bills, posters or placards shall be put up, without the agreement of the manager, either inside or outside the building.
- 6.2 The Manager has the right to refuse to display any poster, which is not considered suitable.
- 6.3 The Hirer must not advertise or publicly announce any event is to take place at the centre until the manager has confirmed the booking in writing.

7. Decorations

- 7.1 Where any decorations are used no nail or similar fastenings shall be driven or put into the walls, floor, partition, fitting or furniture or in any other part of the building.
- 7.2 Any balloons or other floating objects must be taken down at the end of the period of hire.

8. Liability for damage

- 8.1 The Hirer shall be liable for all loss, damage or injury during the period of hire, to the building or any article or object belonging to the centre.
- 8.2 The Hirer shall also indemnify the Centre against all claims for damage or injury caused during the period of hire, to third persons or the property of third persons. The Hirer is advised to take out his/her own insurance to provide the requisite cover.

9. Damage to or loss of property

- 9.1 The Centre does not accept responsibility or liability for any damage to, or loss of, any property placed or left in the centre by a user, however such loss or damage may be caused or sustained.

10. Payment

- 10.1 In the event of cancellation, without at least 48 hours notice, the hirer will be liable for 50% of the full hire charge unless two days notice is provided.

11. Smoking

- 11.1 Smoking is not allowed in any part of the centre.

12. Lockers

- 12.1 Lockers are provided for personal belongings and it is the responsibility of the user to look after the key.
- 12.2 The centre accepts no liability for any article left in the lockers, coat stand, or in any other part of the building within the period of the hiring.

13. Storage

- 13. 1 The centre does not provide storage for any hirer and no items must be left within the centre.

14. Additional Information

- 14.1 It is the responsibility of the hirer to leave the centre in a clean and tidy condition.
- 14.2 It is the responsibility of the hirer to return all chairs and tables to their original position, to switch off all appliances used and secure all doors where applicable.

15. Alteration of rules and conditions

- 15.1 The rules and conditions contained herein are subject to variation by the Centre at any time.



**Application for Hire of
Links Healthy Living Centre**

Name of hirer:

Organisation: (if applicable)

Purpose of hire:

Address:

.....

Telephone Number:

E-mail address:

Room required (please tick)

Room 1 Children's area Main area

Date(s) required:

Frequency (Please tick)

Daily Weekly Monthly Not applicable

Time

Start time:am/pm Finish time:am/pm

(Start and finish times must include preparation and take-down time)

Invoice Details:

Name:.....

Organisation:

Address:

.....

Telephone Number:

E-mail address: