

LODGE HILL CENTRE - CONDITIONS OF HIRE OF FACILITIES 2012

1. It is the hirer's responsibility to ensure that Lodge Hill is suitable for his or her purposes, and all necessary risk assessments are carried out prior to the use of any facilities.
2. All hirings will be valid only when confirmed in writing by the management of the Centre.
3. Hirers will be advised of charges (and any insurance premium) when the booking is confirmed. The hirer agrees to pay the charges at the rate offered. A deposit on the booking is payable on receipt of confirmation of the booking. Failure to pay this deposit within 28 days of the date of confirmation will entitle the manager to cancel the booking.
4. The hirer will be charged for a minimum of **50** residents per night unless he/she agrees to share with another group. If this figure is exceeded the charge will be based on the actual numbers booked. Exclusive residential use is assured only for groups numbering a total of **50+**. The final invoice will be based on the numbers as notified on your R2 **3 months** in advance of the course or any subsequent numbers, whichever is greater.
5. For groups numbering 50 residents and above (per night) a 15% discount will be applied to the additional residents.
6. The Centre is unable to accept responsibility for children below school Year 3. Any children under Yr 3 must have a disclaimer form signed by parent/guardian, Course Leader & Duty Manager.
7. The hirer shall indemnify the Lodge Hill Trust against all claims for damages, compensation and/or costs or losses in respect of: **a)** death, bodily injury or illness to third parties and/or **b)** damage to third party property:
Caused by or arising from or being incidental to the hirer's use of the premises.
8. The hirer is responsible for loss or damage to Lodge Hill Trust property.
9. The hirer shall affect adequate insurance in respect of the liabilities and the loss or damage referred to respectively in Conditions 6 and 7 above. (See Appendix 'Hiring's Insurance').
10. **In the event that the hirer cancels the booking the following fees are payable by the hirer:**

Day Bookings	Residential Bookings
2 days or less - 100%	Less than 14 days - 100% of estimated charge
2 – 7 days - 75%	14 days – 3 months - 75% of estimated charge
7 – 14 days - 50%	3 – 6 months - 50% of estimated charge
14 days + - Deposit or £38.50 (exc VAT) whichever is greater	6 – 12 months - Deposit [10% of estimated charge]
11. The hirer is responsible for ensuring that any gaming or lottery which takes place on the Centre premises complies with the relevant legislation.
12. Lodge Hill being a licensed premises and our approved catering contractor, ABM, reserve the right to charge corkage on any alcohol brought onto and consumed on the premises.
13. Under normal circumstances no food is to be consumed on the premises which is not supplied by our approved contractor.
14. Pets are not allowed **anywhere on site** (except Guide and Assistance Dogs).
15. Residential bookings are allocated appropriate and sufficient space. This is dependant upon group requirements and availability of rooms. For guidance, groups of 50+ are usually allocated the Oak Room as a lounge. Small groups usually use the Library as a lounge.
Bookings do not usually include use of the Limerick Studio, the Music Room or the Study which may be hired subject to availability, and an additional charge may be made.
16. Hirers and their participants are not permitted to use the following areas:
Kitchen boiler houses staff entrance staff rooms storerooms cellar fire escapes (except during drills & emergencies)
17. Car parking is permitted in designated areas, but only at the owner's risk. Neither the Lodge Hill Trust nor its staff will accept any liability for any loss or damage.
18. The hirer is responsible for returning the following **no later than 3 months** before their residential course:
 - Confirmation of Booking (R2) form
 - Accommodation Charts
 - Programme/timetable
 - Activity booking form (if applicable)
 - Proof of insurance (if applicable)*If the Accommodation Charts and programme are not returned within this time, bedrooms, menus and meal times will be allocated by the Centre. The programme is important for allocation of human resources and equipment.*
19. If any activity equipment or instruction is required it must be clearly stated on an activities booking form. The management must be satisfied that the use of any equipment is supervised by a competent person.
20. Access will not normally be available before 8am or after 8pm for course leaders. Bedrooms are normally available from 2:30pm. Any special arrangements for delivery of equipment or luggage before the course arrives must be subject to agreement.
21. The hirer is responsible for ensuring that a register is maintained for **all** people attending day meetings. This is to be maintained by the course leader or facilitator. The register should be available for Lodge Hill staff. In the event of an emergency the course leader/facilitator is responsible for liaising with the Lodge Hill staff.
22. The hirer is responsible for providing designated Fire Wardens for each floor on which they have residents, and ensuring that they are competent and familiar with the duties required of them. Copies of 'Duties of a Fire Warden at Lodge Hill' are displayed throughout the Centre and available on request.
The Fire Wardens should liaise with the course leader/Duty Manager as required.
A fire drill will be held for every residential course, by arrangement.
23. A register of day visitors must be maintained by the residential course leader.
23. It is the hirers responsibility to inform the West Sussex Children & Young Peoples Services (01903 694422), of any Children residing outside of West Sussex & on a Child Protection Plan [Child Protection Register], that they are temporarily residing at Lodge Hill.
24. Any Organisation using Lodge Hill Centre should have a Safeguarding & Child Protection Policy in place. If not, they adhere to the Lodge Hill policy. A copy is available on request.
25. Meals are normally served at the times specified in the 'Information for Course Leaders' handbook.
26. The hirer is responsible for the discipline of course participants. If young people of each gender under the age of 18 are resident then at least one male and one female adult supervisor shall be in attendance at all times.
27. The hirer is responsible for ensuring that noise is kept to a reasonable level and that other users of the Centre and neighbours are treated with consideration. No music is to be played in the Centre after 11:30pm.
28. Before retiring at night the hirer is responsible for ensuring that all lights are extinguished and the buildings are secure.
29. No electrical appliances should be brought on site and used without current PAT certification and the consent of the Duty Manager.
30. Any equipment brought to Lodge Hill Centre for use on Lodge Hill premises must be fit for its designed use. Any users of the equipment should be competent in the correct procedures for utilisation. Lodge Hill Trust and its staff accept no liability whatsoever for equipment brought to its premises.
31. The laying of composition or other preparation directly onto the Centre's floors is prohibited.
32. No nails, screws or drawing pins shall be driven into walls, floors, ceilings, furniture or fittings, and no placards shall be affixed to any part of the premises.
33. Smoking – it is against the Law to smoke in any of Lodge Hill buildings.
34. Furniture, other than chairs, shall not be moved except by prior arrangement and must be replaced on completion of hiring.
35. Any alteration or addition to the Centre lighting or electrical heating system is strictly forbidden, except with written consent. Consent may be subject to conditions which the hirer will be required to observe.
36. The hirer is responsible for providing First Aid cover as well as any expertise that he or she deems necessary in accordance with current Health & Safety (First Aid) Regulations. Basic First Aid kits are available in the foyer of both the Main House and the Bradbury Meeting Hall. Any incident or accident must be reported to the Duty Manager and logged in the accident or incident books.
37. No function shall extend beyond the booking period and the hirer shall completely vacate the premises by that time, unless special arrangements have been agreed on behalf of the Management.
38. All bedrooms must be vacated by 9:45am on the day of departure and baggage stored prior to leaving. The Centre must be vacated within one hour of the booking period.
39. Before the hirer leaves the Centre he or she should accompany a member of Lodge Hill staff on a tour of the premises to ensure no damage or breakages have occurred. The Trustees reserve the right to recover from the hirer any additional expenses incurred as a result of non-compliance with this condition.
40. Left property will be retained for three months, after which time it will be disposed of. Neither the Centre nor the Lodge Hill Trust accepts any liability for any loss or damage.
41. The Trustees reserve to themselves and their authorised representatives the right to enter the hired accommodation at all times.
42. The Trustees reserve the right to cancel any hiring without notice if: **a)** The accommodation will, due to circumstances outside their control, be unavailable for the hire period, or **b)** The hirer has failed to disclose material information concerning the proposed hiring or **c)** There are reasonable grounds to conclude that the Conditions of Hire may be breached to a material extent. In the event of **a)** all hiring fees will be refunded to the hirer. The Trustees shall have no further liability to the hirer in the event of **b)** or **c)** any refund of hiring fees shall be at the discretion of the Trustees.

APPENDIX - HIRINGS INSURANCE

For those users not insured The Lodge Hill Trust is able to obtain a quote for third party public liability from our insurers upon request.

October 2011