CARERS TRUST
Sefton Carers Centre

SEFTON CARERS CENTRE HIRE AGREEMENT
- CONDITIONS OF USE -

1. The hirer must book the space/ room(s) to be used at Sefton Carers Centre. SCC will confirm with the hirer availability of room(s).
   - Norcott
   - Boardroom

   Hires subject to availability.

2. The **Norcott** room charge is **£40.00** per hour which also includes teas and coffees. The **Boardroom** charge is **£35.00** per hour which also includes teas and coffees. Groups/individuals hiring either room must pay in advance of the date they wish to use the room(s) unless agreed otherwise with SCC. Cancellation charges will apply at full rate if the room(s) is cancelled within 2 weeks of the date of hire. If more than one room is required, please ask for a quote.

3. If a provisional booking is made organisers must confirm the booking within 2 days and finalise arrangements no later than 2 weeks before with SCC via help@carers.sefton.gov.uk or on 0151 288 6060

4. The hirer must not use the premises to:
   (i) sell alcohol.
   (ii) view or initiate any illegal, obscene, pornographic, or disreputable purposes.

5. The hirer/organiser must take responsibility for health and safety and client/ customer/user safeguarding; ensuring robust safeguarding procedures in place and ensuring they know the fire escapes and exits. A viewing of the centre is recommended before booking, although a tour will take place, with users, at the start of the booking.

6. The hirer/organiser must take responsibility for recording any accidents in the accident book. This is located on the HR Manager desk, 1st floor

7. The hirer/organiser must ensure that the centre is left in a clean and tidy condition. All equipment and resources must be put away as instructed by SCC or its nominee. Rubbish must be disposed of as instructed by SCC or its nominee.

8. All persons using the centre will be required to abide by all centre policies, rules and procedures which are available upon request.

9. SCC may request copies of relevant appropriate organisational documents/ policies prior to hire period.

10. The hirer will be required to replace any equipment that is lost, stolen or damaged as a result of the actions of the group/individuals hiring the centre.

11. The hirer may not sub-let or allow any other person than themselves/their organisation, to use the premises.

CARERS TRUST
Sefton Carers Centre

12. The hirer may wish to pass on suggestions, comments or ideas regarding the centre to the trustees. This can be done in writing or by speaking to the CEO, any Trustee or other nominee. Any information will be forwarded the next available board meeting.

13. The hirer must not fundraise without the permission of SCC, itself a registered charity.

14. Record of usage will need to be completed, please see SCC or their nominee.

15. If independent groups hire the centre, they may be required to prove their authenticity – see the CEO or building Manager

16. The hirer must deal with any conflicts within their group/with other hirers/users when they arise.

17. SCC is committed to provide equality of opportunity for all people living in our community. We believe that no child, individual or family should be excluded from centre activities on the grounds of age, gender, sexuality, class, family status, means, disability, skin colour, ethnic origin, culture, belief or religion. Hirers are recommended to take note of our commitment and ensure that this commitment is not breached.

    SCC reserves the right to refuse bookings which do not comply with our charitable objectives which can be found on our website at https://sefton-carers.org.uk/

18. The Management will consider, at their discretion, room hire for a group or organisation that is not open to the general public and considered a private meeting without specifically endorsing that group or organisation.

19. For regular hirers a months' notice will be required if the centre is no longer needed and any outstanding invoices settled prior to the last day of hire.

20. The hirer accepts these conditions on behalf of any group/organisation they are booking for and must ensure that the group/organisation is aware of these conditions of use.

21. Cancellation of the hire/use of the centre agreement can be terminated at any time by SCC if the above conditions of use are not followed.

As a hirer/agent of the hirer, I have read understand and will abide by these conditions of use.

Name of Group/Organisation	
Nominated individual as contact	

Print name	
Sign name	
Signed on behalf of SCC	
Date	

A copy of these conditions of use will be provided to the hirer and a copy kept on file.

These forms must be completed in advance of any booking and returned by email to: **peter.blundell@carers.sefton.gov.uk** or caroline.hesketh@carers.sefton.gov.uk

Documents required prior to hire (tick which ones you have)

Evidence of company/ charity/ CIC registration	
Letterhead	
Safeguarding policy	
Staff list on site	
SCC keyholder agreement	

SEFTON CARERS CENTRE
ROOM HIRE AGREEMENT

Name	
Address	

Contact numbers **Email** Include any organisation if hiring on behalf of a group/organisation/ service and address for invoice if different from above.	
Room(s) required **Norcott £40.00 per hour** **Boardroom £35.00 per hour** And date(s) required, include start and end time (e.g. Norcott 14/2/26, 3pm – 4pm)	
Any requirements (e.g. room layout, equipment etc.)	
Hire fee to pay (room charge X number of hours required) Sefton Carers Centre will invoice	
Have conditions of use been signed? (Booking cannot be accepted if not)	
Your name (printed) and date	
Your signature	
Agreed by SCC (print name of SCC person and date)	
Signature on behalf of SCC	