



St. John's Place
the heart of the community

St John's Place, Lower Road, Lower Bemerton, Salisbury, Wiltshire, SP2 9NP

Terms and Conditions of Hire

All lettings shall be subject to the following terms and conditions:

Responsibility of Hirer

1. It is the Hirer's responsibility to leave rooms, entrance areas, toilets and equipment in a satisfactory state and to remove their own rubbish.
2. The Hirer is responsible for any breakages or damage.
3. All Block bookings will be expected to have Public Liability Insurance; evidence of the insurance must be submitted with your booking form.
4. For monitoring purposes the Hirer will be responsible for completing and returning the monitoring sheets within the time table specified.
5. Smoking is not permitted anywhere on the facility,
6. For the benefit of all our customers and local residents we would ask that you do not use abusive language whilst at the facility.
7. Any dispute relating to the hire of the facility will be referred to the Operations group.
8. Variations to this contract agreed by the Hirer and the Management group may be made when the contract is renewed.
9. Guests and other visitors should be made aware of these conditions and regulations.
10. The person making the booking will be responsible for payment, behaviour of their group and any damage caused by group members.
11. To respect the facility and local community. This includes vacating the facilities promptly and quietly, not to cause any purposeful damage or to deface any of the facilities and surrounding area, no foul language to be used and disposing of any litter in the bins provided.

Usage Policy

12. Bookings are granted on a first come first served basis.
13. Each application is evaluated against our community usage policy. As a result all bookings are reviewed on an annual basis. For more information please ask the Centre Manager.

Licensed Hire of St John's Place

14. St John's Place holds a Premises Licence under the Licensing Act 2003. This authorises the sale and provision of alcohol and other forms of regulated entertainment.
15. All bookings must comply with the requirements of the Premises Licence in place. In the event of a requirement for extended or additional licence cover, this must be provided by the hirer and until confirmed and in place the booking shall be considered provisional.

Sale of Alcohol

16. Sale or provision of alcohol is covered by the Premises Licence held by St John's Place. Hirers who wish to supply alcohol at an event must complete the appropriate section of the Booking Form and the booking will be conditional upon acceptance by the St John's Place Operations Group of this booking and their confirmation of the appropriate responsible person for that event.
17. It is a condition that the hirer ensures that all sales or supply of alcohol are made under the direct supervision of a responsible person who either holds a Personal Licence under the Licensing Act or has been approved by St John's Place Operations Group. The Responsible Person must be in attendance at the event at all times.
18. The name and contact details of this responsible person should be provided at the time of booking if possible, but not later than 4 weeks before the event in all cases.

Noise Management

19. A Noise Management Plan is in place as a condition of the Premises License with Wiltshire Council. Guests must be advised to be mindful of neighbouring residences and keep the noise level to a reasonable level, particularly:
 - a. When around the Lych Gate and designated smoking area.
 - b. When leaving the event and going to the car park.
20. The Hirer or their appointee must remain on site until all the caterers and entertainers have left the building and must remind them to keep the noise down during the 'break-down' of the facilities at the end of the event.
21. If amplified music is to be played after 11:00pm this must be made clear on the Booking Form and the Hirer will need to read and sign a 'Hirer's Noise Management Responsibilities' form.

Disclosure / Qualification

22. Those admitted to the facility must observe the terms and conditions. The contract of hire MUST be signed by at least one adult who must remain on the premises during the contract of hire. No young person, under the age of 16 years should be left without adult supervision.
23. All adults either coaching or helping with children and/or vulnerable adults must hold a current, satisfactory Disclosure and Barring Service (DBS) check and appropriate level of qualification. By signing the booking form, you are confirming that all adults coaching or helping have both. Adults who are either going through a DBS check or have yet to go through a DBS check should not take part in sessions until the disclosure process has been satisfactorily completed. If you require assistance for your team in relation to disclosure or qualifications, please contact the Centre Manager, St Johns Place.
24. Safeguarding of children and vulnerable adults when using St John's Place is the responsibility of the organiser of the event.

Payment

25. Deposits must be paid on booking.
26. All bookings must be paid at least two weeks in advance.
27. The weekly fee relating to each weekly block booking must be paid in full prior to the bookings start time.
28. Payments made are non-refundable within seven days of the booking.
29. Payment method should be indicated on the booking form.

Cancellations

30. If payment is not received as described above, the booking will automatically be cancelled and the user will be liable to meet the full booking cost. No notice will be given. Should the Operations Group deem that any block booker is continually abusing the block booking system in anyway, then the Operations Group retain the right to cancel that block booking with a minimum of 7 days notice in writing.
31. The Operations Group reserve the right to refuse admission, or to evict, any person from the facility.
32. Should SJP's Operations Group require any area of their facility that is normally used by a block booking for the purposes of a special event, maintenance or similar, SJP Management will inform any block bookings affected with a minimum of 7 days notice in writing.
33. No cancellations will be accepted within the block booking period. It is the responsibility of the block booking applicant to ensure that each weeks' activity is paid for irrespective of use or not.
34. Repeated failure to pay or appear for the booking will result in termination of the entire block booking.
35. Cancellations or modifications to an existing booking cannot be made less than 48 hours before the session is due to start. This does not apply to block bookings
36. Booking customers cancelling in line with this cancellation policy will receive a credit which can be redeemed against future sessions.
37. All customers failing to cancel a booking within the defined period, or failing to attend a pre-booked activity will be charged the full fee for the activity in question.
38. Refunds will only be given in exceptional circumstance and requests in writing must be addressed to SJP Community Centre Manager.
39. Any block booking applicant wishing to terminate their entire block booking must forward their requesting in writing to the Centre Manager no later than 28 days before the requested termination date. All outstanding fees must be paid up to date before the termination request will be accepted.

Deposit & Charges

40. £100 deposit for one off short bookings and block bookings.
41. £250 deposit for ½ day or evening hire.
42. £500 deposit for full day hire.

43. Deposits will be refunded within 1 week of the booking completion.
44. Deposits are NOT part of the hire fees and will be refunded to the hirer after their booking and subject to any damages or discretions.
45. Late night charges (from 10pm)- if the hiring party fail to exit St John's Place on or before the allocated times, £40 per hour will be deducted from the deposit.

Booking Time

46. The schedule of date & time, room and equipment to be let must be indicated on the booking form. All periods of hire are inclusive of setting up and setting down time. This should be in mind when making bookings.
47. Late night lock up – If a booking exceeds 10pm, a member of the hiring party must assist the member of the SJP team and be present until all guests have left St Johns Place.

Photographs

48. It is the hirer's responsibility to ensure that any photographs or videos involving children are only taken and used with prior consent of the child's parent / guardian.

Liability

49. The Operations Group will not be held liable for accident to person(s) or loss of property by any person or organisation during or in connection with bookings at any of the facilities at SJP Community Centre. Anyone entering or using the facility does so at his or her own risk, and the Operations Group accept no liability in respect of any loss, damage or injury, howsoever caused.
50. It is the hirer's responsibility to undertake a risk assessment of their activities.
51. Any accidents that do occur should be noted in the facility accident book.

First Aid / accident and emergencies

52. SJP's first aid kit can be located in the kitchen area along with Accident/Incident report forms, it is advised that all hirers familiarise themselves with its location.
53. It is the responsibility of the hirer to ensure that they have a suitably qualified first aider to hand at all times.

Fire safety and emergency procedures

54. SJP is equipped with fire safety equipment, including blankets, extinguishers and portable fire kits. It is the responsibility of the lead hirer to ensure they are aware of exit and equipment locations and to relay this information to their participants and staff.
55. All exit doors must be unlocked throughout the time of the booking.
56. In the event of an evacuation emergency all users within the building must vacate via their nearest Fire Exit.
57. All SJP participants will congregate at the SJP Fire Muster Point located:
LOWER BEMERTON PLAYING FIELD OPPOSITE THE COMMUNITY CENTRE