



Conditions of Hire for Yeovil Recreation Centre Community space

Hire Terms

Hirer is over 21 years of age

Proof of public liability insurance to be provided at the point of booking

Risk assessments for activities are provided at point of booking and any updates required are provided at the request of Yeovil Recreation Centre (YRC) staff

Hirer is fully responsible for participants in their session for duration of use

No smoking

No alcohol

Only amplified music appropriate to the session e.g. aerobics. Noise levels to be monitored by Recreation Centre staff and hirers must reduce volume if requested. Instructors are responsible for their own license and providing equipment.

Sockets' and Wi-Fi available for use. Please advise if required at point of booking.

Space to be respected and left in the same state it was found. Please report any issues immediately to a member of staff.

Cold drinks to be permitted appropriate to the session, hot drinks if agreed with café.

All sessions must be pre-booked. Invoices will be issued monthly in arrears.

Rates - £12 per hour for activity / private hire, £6.00 per hour for community/charity hire.

Regular bookings can be made up to 6 months in advance, after 3 months bookings can be extended to 12 months in advance.

YRC reserve the right to refuse future bookings if hirer fails to pay invoices or abuses the space.

If unable to make session then must be informed 24 hours before.

Email yeovilrecbookings@yeovil.gov.uk or call **01935 462616** to enquire about availability and to book.

Equipment available:

40 chairs available for use - please enquire before use.

12 trestle tables available for use - please enquire before use.

White board and 4 marker pens

Sink with running water

Hot water Urn

30 x tea cups and 20 x glasses

Health and Safety:

Fire exit plan and extinguishers available in room. Please familiarise yourself with the fire muster points and escort your group from the space if the fire alarm sounds, site fire wardens will assist you.

Panic button available – links to site office and contracted security firm

Doors and shutters open upon arrival, only to be operated by site staff

Full air handling and cooling system in operation in the space. Can only be operated by site staff, please discuss your requirements for the session at the point of booking. Windows can be opened if required.

Ample WC's available in adjacent corridor plus two disabled WC's

First aid kit provided under sink

Emergency lights in room

CCTV in room feeds only to site office– all recording compliant with GDPR and cleared after 30 days if not required.

*Please see below information for confirmation of terms and personal details for invoicing.

Signed:

Name:

Group or company name:

Address:

Date:

Email Address:

Phone Number:

Please confirm your official start date/times for use: