

Swarthmore welcomes hirers and their guests. Please check through our terms and conditions and contact us if you have any queries.

1. Hiring of rooms at Swarthmore to any organisation, group or individual is at the absolute discretion of the Director, Trustee Council or any member of staff who has the authority to act on behalf of the Centre.
2. Hirers and their guests are required to treat all users and staff with respect.
3. The Hirer, or other persons authorised by them, must be present at all times during the hire period.
4. All bookings must disclose full details of proposed use by the Hirer, and additional information may be requested.
5. In the event of any variation of use by the Hirer or failure to comply with the requirements of full disclosure, Swarthmore may, if it deems necessary, request additional information from the Hirer.
6. Any changes to the original booking, including but not limited to, room set up, equipment hire etc, must be conveyed to Swarthmore at least 48hr (2 business days) prior to the event. If changes are requested after this time Swarthmore reserves the right to refuse these amendments.
7. Swarthmore reserves the right to cancel or refuse any booking at any time. This would include events or activities which the Centre considers:
 - to be an inappropriate use of the premises;
 - may present a threat to public safety or Swarthmore employees;
 - likely to create a disturbance or inconvenience to the residents in the neighbourhood;
 - functions attended by people whose presence may cause civil unrest or division within the community;
 - to be in conflict with any of the Centre's policies or its aims and objectives;
 - may embroil the Centre in dispute.
8. Swarthmore is not required to provide any reasons for refusing bookings.
9. Weekend bookings must exceed 3 hours, unless other events are taking place that day, due to caretaker availability.

PAYMENT AND CANCELLATION

10. Swarthmore requires three weeks' notice of cancellation for a full refund, two weeks for a 50% refund or any room bookings will have to be paid for in full if the notice is less than 14 days.
11. Payment terms strictly 30 days from the date of invoice, all invoices must be paid in full prior to the event/ room booking date.
12. Any changes after the invoice has been raised may be subject to an additional administrative fee of £10.

FIRE SAFETY REGULATIONS

13. A designated member must sign the Visitor's electronic signing-in system on arrival at reception on behalf of the group.
14. All hirers should read the Fire Action notices displayed in each room and complete the User Group Signing-In Book in each room

15. In the event of an evacuation it is the hirer's responsibility to take a register of all attendees, ensure all attendees leave the building in an orderly fashion and convene at the assembly point outside the building, and report with the register to the Fire Marshall wearing a high-vis jacket.

HIRER RESPONSIBILITY

16. At the end of each session, the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition.
17. The period of hire should include the time required by the Hirer to set up, and clear and clean up afterwards.
18. Swarthmore reserves the right to charge for cleaning of the hired room should it not be left in an acceptable condition – this will be charged at an hourly rate for our caretaking staff (£15 per hour).
19. Any damage which occurs during the period of hire will be charged to the hirer. Notes will be taken of any damage which occurs and may influence future rentals. Repetitive damage may require a pre-paid bond.

BAD WEATHER

20. In the event of bad weather you should check the website www.swarthmore.org.uk to make sure that the centre is open. We will endeavour to contact you directly if we are closed for any reason but this is not always possible.

CHILDREN'S ACT 1989

21. If children are present during the period(s) of hire, the hirer must agree to comply with the requirements of the Children's Act 1989.

PAT TESTING OF ELECTRICAL ITEMS

22. All electrical items on the premises have been tested to comply with health and safety, and insurance guidelines.
23. As part of our leasing arrangements, room hirers must undertake to have all electrical appliances that are brought into Swarthmore tested and labelled as PAT tested.