

Conditions of Hire The Hearth Arts Centre Hall & Hub

We are pleased to welcome you to use the Hearth and hope that your event will be a success. The spaces are a wonderful community asset for individuals, groups, and businesses alike, and we would like you to feel very much at home.

Conditions of Hire for the Hearth Centre Hall / Hub

The Hearth Centre is pleased to welcome you to use our Hall and we hope that your event will be successful. The Hearth is a wonderful resource for individuals, groups, and businesses alike, and we would like you to feel very much at home here. In order that everyone using the building knows what is expected of them - and for all to enjoy our facilities to the full - we ask that hirers of the Hall agree to the following conditions of use:

Bookings

The Hearth reserves the right to refuse a booking. In such cases the Arts Centre Co-ordinator will refer the matter to the Trustees.

Please note: You will be charged only for the duration of your class or event. Currently, time spent prior to the booking in setting up and cleaning, and after the event putting tables away and cleaning will not be charged for. If you have particular requirements, please discuss them with the Administrator prior to your booking. Should the Hearth Hall or Hub be unavailable due to essential maintenance or an unforeseen event, you will be offered alternative dates.

Sunday bookings: There may be a church service next door between 11am and 12pm, so please be aware that there may be a need for very occasional disabled access to the toilet in the hall.

Insurance: You must arrange for your own insurance to cover your activities, including Public Liability. A copy of your insurance document MUST be made available, if requested.

Entertainment licence: Each case is individual and if required you must discuss this with the Administrator.

Child Protection & Safeguarding: Users (as relevant) must have their own Child Protection & Safeguarding Policy appropriate to their activities. A copy of this must be given to the Administrator before the booking can be accepted.

Electrical equipment: All electrical equipment brought into the premises must have a valid electrical safety certificate. Failure to have this could invalidate insurance cover.

Equipment available for use: The letting includes the use of the toilet, and the kitchen area including glasses, cutlery and crockery, and kettle for making drinks.

Numbers of tables and chairs required: Must be written onto the booking form before returning it to the office, so that they can be provided for your booking.

Digital projector & screen: Are available and can be booked in advance for a fee of £15.

Wi-Fi connection: Is available, the password is hearth321@@@

Environmental policy: The Hearth Charity has put in place an Environmental Policy as we are working to reduce our

Carbon Footprint. We ask Hall users to be mindful of their impact on the Environment. We ask that if you intend to use the kitchen to make hot drinks that you bring tea towels to use and then take home, rather than the paper roll provided by The Hearth. We ask that you use the crockery, cutlery and glasses provided and that you do not bring single use plastic drinking glasses, cutlery etc.

Security / loss or damage: The Hearth takes precautions towards the safety and security of the buildings; however we cannot accept responsibility for any damage to or theft of personal belongings brought onto the site. Please report any loss or damage to the Administrator by email as soon after your booking as possible.

Hospitality: if you would like The Hearth Café to provide hospitality for your event, please speak in advance to Alanna Nash or Kevin Farren from the Hearth Café, on 01661 853 56 or hearthcafe@ymail.com

Payment:

Invoicing

Please pay your invoice promptly by card or bank transfer. Cash cannot be accepted. Invoicing will be monthly in arrears. Payment will be due within 7 days of receipt of the invoice.

Full payment

Must be made upon receipt of an invoice. Payments can be made by card or card payments can be taken over the phone and BACS info will be provided on the invoice.

Cancellations

If a booking is cancelled the following charges will be levied:

15 days or more before hire date **No charge**

14-8 calendar days before hire date **50% of cost of hire**

7 calendar days before hire date **Full cost of hire**

Arriving

Parking: If a class or event is organised, please ask those attending to park in the Hearth's car park or, when full, on the main road. Parking in the Lion and Lamb is reserved for pub patrons only.

Entry into the Hall: If your booking is during the day and the hall is locked, please ask in the café for the door to be unlocked.

If your booking is in the evening: Please contact the Administrator prior to your booking for instructions on unlocking the door and locking up.

Fire and health and safety precautions: Please read and observe the Fire and Health & Safety notices. Please do not obstruct the fire exits in any way. If running a class, please draw attention to the Fire Exits to your class prior to starting. Hall capacity; 60 seated, 80 standing.

During your booking

Smoking and vaping – all of our premises are a NO SMOKING OR VAPING AREA.

Heaters and hot water –The Heaters can be turned on via the control panel by the emergency exit. The switches for the hot water and sockets are under the sink. These must both be turned off before leaving.

Artwork – items of artwork are usually on display, please do not touch or move these. Furniture and furnishings should not be taken outside the building. Drawing pins, sellotape, blu-tac and such materials should NOT be fixed to any walls or woodwork.

At the end of your booking

Clearing up

- Tables should be protected prior to messy activity and at the end of your session wiped clean with cloths provided.
- Any crockery and glasses used must be washed, dried, and put away (tea towels are not provided by The Hearth)
- If necessary, the floor should be swept.
- **Recycling:** The Hearth is striving to be as environmentally friendly as possible, so we ask hirers to ensure that items to be recycled are separated from other waste, placed in the correct bins, or taken home.

Leaving the Hall

- Please close the toilet window
- Switch off the heaters
- Switch off the water heater underneath the sink
- Switch off the light in the Hall
- Please note: the toilet light and office light are on a timer so do not need to be switched off. If your booking is at the end of the day or in the evening, please lock up, as instructed.

Thank you so much for your booking and we hope you enjoy your event!

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