

**THE DOCKSIDE  
SHORT TERM HIRE LETTINGS POLICY**

The Proprietorial Body of The Dockside is formed with the intention to allow multipurpose activities that will benefit the local community members of all ages. TD is in compliance with Prevent and will make provision for the use of premises at times other than during normal community use hours. The Proprietorial Body will make the Centres facilities available to the community served by TD subject to the conditions outlined below:

- a) that the budget available to meet the additional costs of heating, lighting, maintenance and premises-related is paid and agreed.
- b) that arrangements for the recoupment of income to offset the costs of making the TD available to external users are satisfactory to the Proprietorial Body (or a nominated representative);
- c) that the Proprietorial Body's Equal Opportunities policy is not compromised;
- d) that the Proprietorial Body nominated representatives are satisfied that the proposed letting will be unlikely to lead to a contravention of the Health and Safety guidelines;
- e) that appropriate personnel are available to staff the proposed event.

**Detailed conditions:**

All Bookings are made via the Business Manager. Hirers of the premises must sign a Booking form (appendix 1) confirming agreement to the Terms and Conditions laid out in the attached document (appendix 2)

No party political meetings will be allowed.

Smoking is not permitted on any part of the building.

**Private Lettings**

In addition to the above:

Private parties are available to The local community members .

The extent of the accommodation made available for the letting will be at the discretion of the Proprietor.

The hirer will sign a declaration accepting full responsibility for losses, damage and leaning to the Centre during the period of occupation.

A deposit will be paid on occasional lettings against the above-mentioned loss or damage.

The hirer will appoint responsible adults to act as marshals throughout the hire period, the number appointed following the recommendation of the Caretaker.

All financial transactions will be channelled through TD'S business manager.

All lettings/Hire will be subject to the approval of the Proprietor and the Business Manager.

**Signed: Rena Begum**

**Dated January 2019**