Only groups whose aims and objectives are in accordance with CVA’s equal opportunities will be able to use our facilities.

Smoking is prohibited in any part of the CVA’s Building (see SMOKEFREE Policy)

CVA Centres are not licensed to sell and serve alcohol. Alcohol can be consumed at events but must not be sold.

All children brought on to the premises must be accompanied and supervised at all times. CVA cannot accept responsibility for unsupervised children.

CVA does not accept liability for any loss or damage to any personal items

All users are responsible for ensuring that the venue is cleaned after use and that all litter should be put into plastic bags inserted into the exterior refuge bins.

All users must take care that the premises are not put at risk, by neglect or misuse of any kind during their period of hiring

All users must only use the space for which they have paid a hire charge.

The organisation/group or individual to whom the room or space has been let shall pay for any damage to the premises fixtures, fittings or equipment. This will be taken from the returnable security deposit.

Decorations and notices are not to be attached to doors, walls or ceilings.

At the end of sessions, all furniture & equipment must return to the right position.

External and internal fire doors must not be propped open

Upon vacating the premises, users must ensure that it is left safe and secure. All doors and gates must be closed and locked. All windows must be closed and locked, all toilets must be checked and lighting must be switched off.

Users are requested to respect the rights of local residents and not to cause hindrance or disturbance to them.

All groups and services must ensure that they have sufficient Public Liability Insurance to cover their activities on site. This includes third party services brought in by the hirer, for example bouncy castle, face painters etc.

The person issued keys must be the last person to leave the Centre

**All hirers shall be deemed to have accepted these terms and conditions of hiring**

**CVA reserves the right to vary these terms and conditions with immediate effect.**

**CVA Groups hiring the Centre may be required to show proof of their membership**