



HIRE REGULATIONS AND CONDITIONS OF USE Version 2

The New Possibility Committee is mandated by its Memorandum and Articles of Association to provide services with a sound ecological ethos. We ask that all users of the Pavilion respect these principles.

The BedZED Pavilion is for the community; therefore good conduct towards the community, especially immediate neighbours, is expected at all times.

The BedZED estate is founded on ecological principles of respect for the environment. Residents and visitors are encouraged to incorporate reuse-reclaim-recycle principles into their lifestyle and to use green energy, fairly traded and organic consumables, and natural, recycled or reclaimed locally sourced materials, as far as possible.

1. No illegal activities will be tolerated on the premises. The responsibility rests with the hirer. Police will be called without delay.
2. The sale of alcohol is not allowed in the building, unless a Special Event Notice has been arranged by the hirer.
3. The consumption of alcohol (including spirits) is at the discretion of the Trustees.
4. The hire of building for parties where alcohol is consumed is subject to approval of the local police, and may need an application for a licence, which will incur an extra cost to the hirer.
5. The whole of the building will be inspected before and after the letting (including the toilets). We may also check the building during the letting.
6. Except for the toilets, areas of the premises which have not been specifically hired are off limits.
7. The premises that are hired including the toilets must be left clean after use and ready for the next user; otherwise the booking deposit will be retained.
8. Rubbish must be removed from BedZED, although glass and recyclables should be placed in the estate's recycling bins. If you leave rubbish on site we may retain all or part of your deposit.
9. If it is necessary for The New Possibility Committee to arrange cleaning, the costs of cleaning will be deducted from your deposit.
10. If any damage is incurred you will be liable and the deposit will be retained. The New Possibility Committee may seek redress for any damage in excess of the deposit amount.

The New Possibility Committee is a company limited by guarantee applying for charitable status. 3

Registered Office:

24 Sandmartin Way, Hackbridge, SM6 7AR

Company Number 5986323

11. The premises must be empty of people and the building secured by the end of your booking, which must not be later than 12 midnight. If this is not complied with in any way, the deposit will be retained. Music must be turned off by 11pm.
12. For bookings that finish before 6pm, we will inspect the building at the end of your booking. For bookings that finish after 6pm, we will inspect the building the next morning. If the building has been left clean and undamaged, your deposit will be returned to you.
13. The building must not be left unoccupied and unlocked during the booking.
14. You must have make arrangements for security to monitor people entering the building while unlocked.
15. Please make sure you and your users leave the building in a quiet and reasonable manner. Loud music and gatherings in the car park or grounds will not be tolerated.
16. For regular users, keys are to be returned to on completion of the booking agreement.
17. The New Possibility Committee cannot take responsibility for any items left on the premises either during or after the end of each event. Please make sure all personal belongings and equipment are removed.
18. An adult has to accompany any children under the age of 16 years in the building at all times.
19. You are required to ensure that children are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring.

INSURANCE:

BedZED Pavilion is insured for Public Liability. The observance of “reasonable care” is a standard insurance condition, and it is therefore the requirement of usage.

EQUAL OPPORTUNITIES

The New Possibility Committee is committed to a multi-agency, multi-disciplinary model of working in the local community. It has a strong commitment to working towards achieving equal opportunity, both in services to the community and the employment of people. It requires all employees to understand and promote its policies in their work.

CHILD PROTECTION POLICY

At BedZED Pavilion we believe that the safety and welfare of our children & young people is of the utmost importance. It is the duty of all our staff & volunteers to protect each child from abuse and to be alert to the possibility of abuse.

A Policy & Procedures document has been adopted by the New Possibility Committee which has been set up in accordance with the Sutton Area Child Protection Committee (ACPC) Guidance, The London Child Protection Procedures.

A copy of this document is issued to staff, volunteers and others engaged in activities with children and young people, and is available to hirers who run an activity involving children.