THE PEARSON CENTRE
FOR YOUNG PEOPLE
PUTTING YOUNG PEOPLE FIRST

Terms & Conditions of Letting

1. The hirer undertakes to treat the centre with care and respect and to leave the space in a clean and tidy state, removing all decorations, food, drink and rubbish. Any lack of respect shown to the centre, it's staff or other users will lead to the hire being cancelled with immediate effect and with no refund given.
2. A deposit is required to be paid two weeks before the booking. This will be £250 for small events and £500 for larger events. This will be returned upon the centre being left timely, in a clean & tidy condition, free from damage and all rubbish being removed to be disposed of off-site in a responsible and legal manner.
3. The time of booking includes set up time and time for clearing up afterwards. Any event finishing past the agreed time (after a grace period of 30 minutes) will result in charges being deducted from the damages deposit at a rate of double the standard hire cost.
4. The hirer will ensure that the event will be conducted in a manner unlikely to cause nuisance to other centre users or neighbouring properties.
5. The hirer will ensure that adequate public liability insurance is in place and a temporary event notice sought from Broxtowe Borough Council if required.
6. Any decorations must be put up in a way that does not damage the centre, i.e. avoiding nails, pins, screws etc. Any blu-tac used must be fully removed before vacating. Helium-filled balloons must not be taken into the main hall under any circumstances.
7. All fire exits are to remain clear, with signs illuminated and uncovered, throughout the duration. Each door shows fire exit instructions. Please familiarise yourself with these before booking and ensure these signs are not removed or covered.
8. Any electrical equipment brought into the centre must have a valid PAT certification. The centre is not liable for third party equipment whilst on the premises.
9. Smoke and bubble machines may only be used with express prior permission.
10. No centre property is to be removed from the premises.
11. If kitchen equipment is used, it must be operated as instructed and any areas used must be thoroughly cleaned after use. Intoxicating drinks may not be sold on the premises.
12. Hire is limited to the space agreed at the time of booking. Any other spaces—in particular the playing field to the side of the centre—is not to be accessed by the hirer or their guests.
13. Car parking is limited and is available on a first-come, first-served basis. All vehicles must be parked in marked bays. The hatched area to the left of the centre entrance must be kept clear at all times for emergency vehicles.
14. The centre is not responsible for any loss, injury or damage to property or persons that occurs on the premises howsoever caused.