

## ROUNDSWELL COMMUNITY CENTRE

### Conditions of hire

- 1a All hirers of the hall are required to fill in a hire agreement form. No bookings shall be considered binding until the hire agreement has been signed by both parties (and any charges paid, as required).
- 1b Occasional hirers of the centre are liable to pay a deposit of £100 (returnable subject to there being no additional charges incurred, see 6 below). Bookings made at short notice (less than 14 days) will have to be accompanied by the deposit in cash, or cheque supported by a bank cheque card. Bookings for events more than 6 weeks in advance may be confirmed by payment of a 25% deposit, the final payment being made no later than 4 weeks before the event. The hire charges (with any deposit, or any additional charges incurred in the provision of any relevant Entertainment Licences) will be paid in advance of the event.
- 1c Regular hirers of the centre are required to re-negotiate the hire agreement annually, and are required to pay hire charges one month in advance. However, the deposit (at the discretion of the Booking Secretary) may be waived. The committee reserve the right, at a minimum of 1 months' notice, to allocate the hall for alternative users on not more than 2 sessions in any 6 month period, (with a minimum of 1 months gap between cancellations) the 6 month period starting from 1<sup>st</sup> January 2004.
- 1d The hire agreement can be terminated by either party with written notice given at least 8 weeks in advance.
- 1e The Hall Committee reserves the right to terminate any agreement if the conditions of the hire agreement are breached.

- 1f Cancellations by the hirer must be notified at least 1 month prior to the hire date when we will do our best to rehire the vacancy. If we are unable to do so you will be asked to pay 50% of the hire charges – this is to enable you to return to your normal day and time when required if cancellation is only for a short time.
- 1g Cancellations by the hirer must be notified at least 4 weeks prior to hire date otherwise the hirer may be liable to pay a cancellation fee of up to 50% of the hire charge (if this is a permanent cancellation). The minimum hire period for any one session is 2 hours.
- 2a Bookings may not be made more than 12 months in advance. Charges for advance bookings will be those applicable at the date of the event.
- 2b Hire charges of the hall include lighting, heating and the use of the kitchen. Any loss or damage to personal possessions or injury to persons sustained during the period of hire shall be the responsibility of the hirer and/or the hirer's insurers. Cars may be parked free of charge in Sainsbury's car park at the owner's risk. Please, if possible, do not use the bus or library bays so as not to hinder emergency services.
- 3 For preparation and cleaning up time, 30 minutes before and after the period of the hire will be allowed free of charge, which means all activities cease at the end of the hire period. However, anything in excess of this time is liable to be charged at a rate of £10.00 per hour. The caretakers have been instructed not to open the doors before the half an hour of the free setting up time prior to any period of hire.
- 4 The hirer shall not use the premises for any purpose other than that stated on the hire agreement form nor do anything which may endanger the premises or

	invalidate any insurance policy in respect thereof. The requirements of the Public Entertainments Licence and the Lottery Amusement Act 1976 shall be observed at all times.		ensure that the permitted number of persons using the premises is not exceeded. All hirers are asked to leave the premises in a clean and tidy condition (to the satisfaction of the committee) otherwise the committee shall be at liberty to impose an additional charge, at the rate of £10 per hour for cleaning. All hirers will be required to pay the additional charges within 1 month of the invoice.
5	There is now a wall fitted boiler provided for the making of tea etc. and the large teapots are not to be placed on the cooker for this purpose. Please note, the water from the boiler is 98 degrees and care must be taken when the tap is turned on and water is poured into the teapots provided.	9a	All hirers must make sure someone is in attendance at the end of the period of hire until the caretaker arrives to make sure the hall is not left empty and unlocked for security reasons.
5a	If you intend to use the induction hobs you must make the booking secretary aware with your booking.  OUR NEW INDUCTION HOB'S MUST REMAIN AS SITED AND ONLY THE SAUCEPANS PROVIDED MUST BE USED	9b	As we do not have a refuse collection and because of the recent changes for rubbish disposal we are asking all hirers to remove <u>ALL</u> their unwanted refuse. When required refuse bags will be left in the kitchen for your use.
6	No intoxicating liquor is to be brought, sold or consumed on the premises without prior permission from the Committee. The hirer must obtain and hold a licence to sell alcohol at the centre. No betting, gaming lottery or gambling in any form shall take place on the premises without the prior permission of the committee.	10a	The hirer is to ensure that all necessary action is taken in the event of an emergency and that an organised evacuation of the premises is put into operation.
7	The hirer of the centre shall be responsible for the safety of the occupants of the centre and security of the centre during the period of hire and must be in attendance throughout the period of hire. Please do not leave the centre at the end of the hire session until a caretaker arrives.	10b	Instructions in the event of fire are posted on the notice board. The hirer must be conversant with the location and operation of all fire appliances and must ensure that the fire doors and fire exits are all kept clear.
		10c	The electrical system of the premises must not be disturbed or overloaded at any time.
8	The hirer shall be responsible for ensuring that any applicable legislation or codes of practice in relation to the purpose for hire are followed. Committee for the cost of repairs of such loss or damage which may occur as a result of the hiring. The hirer shall take all measures necessary to	11	In the event of the premises or any part thereof being rendered unfit for the use for which it has been hired, the committee shall reserve the right to close the hall and will not be liable to the hirer for any resultant loss or damaged incurred. Hirers are to be responsible for ensuring that they have adequate insurance cover.

- 12 The committee reserves the right to refuse or hire out the premises to any person or group should they see fit.
- 13 Hire charges will be reviewed at least once a year, normally in December.
- 14 The hirer must give the booking secretary at least 2 month's notice of a theatre production to enable an occasional theatre licence to be obtained. The charge for the licence to be met by the hirer. A cinematographic licence will be required for any production or exhibition of moving pictures and the same procedure as for the theatre is required.
- 15 The hirer shall not sub-let the premises or any part thereof and in the event of this condition being breached or any threat thereof then the hiring will be cancelled and the hirer and sub-hirer excluded from the premises. The hire charge will also be forfeit.
- 16 The right of entry to the hired premises at any time during the hiring is reserved to officers of the committee and their employees. If this is deemed necessary there must be at least 2 officers with the exception of the chairman and caretakers.
- 17 The hirer and his agents shall during the hiring comply with all reasonable requirements of the caretakers.

- 18 It is understood and agreed that the committee does not either expressly or by implication, warrant the premises to be fit or suitable for any sporting or recreational purposes for which the hirer intends to use them but relies on the skill, knowledge and expertise of the hirer in choosing so to use them.
- 19 The hirer shall indemnify the committee against any infringement of copyright which may occur during the hiring.
- 20 Any breach of the above will invalidate the hire agreement.
- 21 The committee have the right to amend the conditions of hire with 1 months' notice given to existing hirers.
- 22 The use of smoke machines are forbidden.
- 23 The use of bouncy castles or any inflatables are the responsibility of the hirer and the committee are not held responsible for any damage or injury to equipment or persons.

This supersedes any previous Standard Conditions of Hire.

Issued on 6<sup>th</sup> March 2012.