

CONDITIONS OF HIRE

The Committee may refuse any application to hire the premises, and may cancel any hiring for either one or more engagements at least 7 days prior to the date on which the engagement or the first such engagement would otherwise have taken place and in such event the Committee shall not incur any liability to the hirer whatsoever other than for the return of any fee paid by the hirer in respect of such cancelled engagement.

No Community Centre equipment may be removed from the premises without prior permission. The hirer shall take good care of and shall not cause any damage or permit or suffer any damage to be done to the premises or to any part thereof or to any fitting, equipment or other property therein and shall make good and pay for any damage thereto (including accidental damage) caused by any act or neglect of hirer, agents or any person resorting to the premises during the hiring.

Under no circumstances will the Committee make good or accept responsibility in respect of any damage or theft or loss of any property, goods articles or things whatsoever placed, deposited, brought into or left upon the premises, either by the hirer for his use or purpose or by any other person, or left or deposited with any Committee Official and the hirer must indemnify and hold the Committee, and its officers harmless in respect thereof.

The Committee shall not be liable for any loss due to breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.

The hirer shall be liable for and indemnify the Committee in respect of any loss or damage or injury which may be incurred by or be done or happen to the hirer or any person in his employ or any of his subcontractors or by or to any other person or persons resorting to the premises during the hiring.

The right of entry to the premises is reserved to any officer of the Committee.

The hirer shall not make or suffer to be made any unreasonable noise in the premises so as to, in the opinion of the Committee, be likely to cause a nuisance or annoyance to the residents near to the premises.

All electrical equipment brought into the premises by the hirer, must have been given a Certificate of Safety by a suitably qualified electrical engineer, to comply with the "Electricity at Work Act 1989". No person shall interfere with any electric light fittings or the existing electricity supply. No nails, bolts, tacks, screws, pins or other like objects shall be driven into the floors, walls or ceilings of the premises without prior permission by the Committee. Nor shall any machinery, placards, notices or other articles be fixed thereto.

The hirer shall during the hiring be responsible for - the efficient supervision of the premises including the effective control of children, the orderly and safe administration and departure of persons to and from the premises and the orderly and safe clearance of the premises in the case of emergency - for this reason a list of persons attending the function is required before the start of any function.

The safety of the premises and the presentation of good order and decency therein.

Ensuring all doors giving exit from the premises are kept unfastened and unobstructed and immediately available for exit during the whole time the premises are in use and no chains or obstructions are placed or allowed to remain in any corridor or on any staircase in or on the premises. The hirer shall comply with any requirements of the County Fire Officer related to the use of the premises.

The hirer shall provide such number of attendants and stewards as may in the opinion of the Committee be necessary to secure the observance and performance of this condition. The Committee insist that at any children's function i.e. children's party or youth group - there must be 1 adult per 8 children at all times supervising regardless of age. If this condition is not carried out the Committee will be within their rights to cancel whatever function.

If the hirer shall use the premises during the period of the hiring for any purpose other than that stated on the booking form overleaf the Committee may put a stop to the proceedings forthwith.

The hirer shall at the expiration of the period of the hiring leave the premises in a clean and orderly state and must remove all property belonging to or brought in by the hirer.

The use of "Silly String" and "Party Poppers" is not permitted.

Tables must be wiped down and safely stacked on the trolleys provided. Chairs neatly and safely stacked away. Floors swept. All doors and windows closed and secure. Work surfaces, cooker and sinks left clean. All rubbish bins emptied and disposed of in the skip provided. Lights/defusers left intact. No ball games or bikes are allowed in the centre at any time. Toilets must be left clean and all taps turned off.

Smoking is not allowed in any area of the building.

Children are not allowed to use the kitchen area unless supervised at all times.

Under no circumstances, should any liquor be brought into the premises for consumption or sale.

Overcrowding in such a manner as to endanger the safety of any person present on the premises shall not be permitted.

The number of persons present at any one time shall not exceed the following:-
120 unless otherwise agreed with the committee.

Please keep all doors and windows closed during your function due to noise level.

All music and dancing must stop at 11.30 p.m. The premises must be vacated $\frac{1}{2}$ hour after this.

All groups must have their own insurance and first aid kits.

In the event of a FIRE all extinguishers are available to the hirer who will be responsible for the use of. The telephone in the kitchen area is for 999 calls only. Any fire extinguisher found to have been tampered with, other than to be used in an emergency, (seal broken) the hirer will be responsible.

Hirers request for hire of any room is provisional, valid for up to 7 days. A Deposit is required to confirm booking.

In the event of a cancellation of the booking by the Hirer, with less than 8 weeks notice before the date of the event, no Deposit money will be returned. For more than 8 weeks notice then 50% of the Deposit will be retained. Full Deposit will be refunded if the event takes place, notwithstanding the damage or cleaning clause.

If the deposit being held does not cover the damage/ theft caused at any function the Community Centre will ask for a further payment to cover any costs incurred.

When the bar is in use the hirer is responsible for breakages and will be charged.

A children's party regardless of age will finish at no later than 9.30 p.m. When a children's function is on, you are responsible for the children, once admitted into the centre they should stay there for the duration of the time stated. They should not be allowed to leave the building unless with the permission from the person responsible, (hirer) or parent.

Under no circumstance should the electricity supply from the Community Centre be used for outside use. Cables cannot run from the building into the carpark. This is a Public Carpark and Park.

After all functions the Centre will be checked by a committee member before you leave the premises, if there are any conditions that have not been carried out then your deposit will not be returned.