



## Stoke Hammond Community Centre Terms and conditions of hire

### Bookings and payment

In addition to the hire charge a refundable deposit of £50 is required at the time of booking. Hire times specified must include set up time and clearing away time. Payment is due two weeks before the event. Payment can be made online or by cash or cheque.

Refund of a deposit is at the discretion of the Management Committee. A deposit will not usually be refunded in cases of late cancellations (less than seven days' notice) and may also be retained if the terms and conditions are not adhered to and/or loss or damage is incurred. Should a deposit be retained to cover damage costs which exceed the deposit sum, the hirer will be billed for the difference.

### Cancellation

The Management Committee reserves the right to cancel future bookings if the hirer breaches any of the conditions of hire. Cancellations made 7 days or less before the hire date will forfeit the hire fee. The Management Committee cannot be held responsible for extraordinary circumstances beyond our control resulting in a late cancellation and refunds will be made at the Management Committee's discretion.

The Management Committee reserves the right to close the premises at any time for emergency or periodic maintenance and also when the premises are required for public elections or similar events. We will always try to give regular users a month's notice of closure.

### Use of the Premises

The Hirer shall not use the premises for any other purpose other than that described on the booking form.

Hirers must leave the premises swept and tidy and all Community Centre equipment and furniture must be put away. Tables and chairs are to be stacked away in the cupboard. Cleaning equipment is located in the small room at the rear of the kitchen. Kitchen/tables surfaces must be wiped clean. Tea towels are provided. Toilets are to be clean and left in the condition in which they were found. A mop to be used for the toilet floors is located in the small room at rear of kitchen. The fridge freezer provided for hirers' use should be left empty at the end of the hire period. Any produce left will be disposed of.

The hirer is liable for the cost of any additional cleaning, should this be necessary, and also for any damage or breakages that may occur during the hire period. Any damages or breakages should be reported to the caretaker Ted Andrews 07540 604130 and the cost may be taken from the deposit prior to the deposit refund being given.

All equipment hired may only be used within the facility and may not be removed. Any equipment brought into the building by the hirer must have passed relevant safety tests and be fit for purpose. Any accidents resulting from equipment brought into the building shall be the sole responsibility of the hirer.

All rubbish that cannot be contained in the waste bins provided must be removed from the premises by the hirer. **Note: the lid to the Cawleys wheeled bin must be able to close.**

Please ensure all windows are shut, lights are off and doors locked. Evening hire concludes at 11pm and all music must stop prior to this time. Anything past this time must be agreed separately in advance of event.

No alterations or additions shall be made to the premises. No permanent type fixings such as glue, nails, screws, pins, staples, adhesive tape, to be used in the building. Non-permanent fixings are acceptable but

should they cause any damage the repair will be paid for from the hirer's deposit. Any damage to Community Centre property must be reported to the caretaker at the end of hire period.

### **Health and Safety**

The Hirer is fully responsible for Health and Safety issues. Fire exits shall be kept clear at all times. It is the hirer's responsibility to ensure that the fire procedures displayed in the building and verbally communicated to them are also communicated to their guests/clients.

Bouncy castles, which must be suitable for indoor use, are only permitted INSIDE the Community Centre and permission must be obtained from the Management Committee. If permission is granted, the hirer must provide a copy of the liability insurance before the hire date.

Hire of the Community Centre does not include exclusive use of the field to the rear. If you wish to use the field as part of your hire, then permission must be obtained from the Parish Council clerk Sue Severn [clerk.stokehammondpc@gmail.com](mailto:clerk.stokehammondpc@gmail.com) or 01296 336575.

The Community Centre is a non-smoking venue. Please use the ash bin provided outside the front of the building near to the notice board. If users go outside to smoke, please do not leave cigarette butts laying around on the ground. Deposit will be forfeited if extra cleaning of butts required or ash bin goes missing.

Risk assessments are the responsibility of the hirer and the hirer shall satisfy himself/herself that the space hired is safe and fit for purpose.

No fireworks or Chinese lanterns are permitted within the building or its grounds.

Young people (under 18) must be supervised by responsible adults at all times during the course of any booking. Children under the age of 16 shall not be allowed in the kitchen without adult supervision.

The premises are not licensed. Please advise the Management Committee if you are intending to have a TEN (temporary events notice).

### **Noise**

Hirers shall not cause annoyance or nuisance to local residents by the playing of unreasonably loud music and we would appreciate on evening hires that you leave the Community Centre and surrounding parking areas in a quiet and responsible manner, keeping the noise levels to a minimum.

### **Parking/Animals**

Vehicles must not cause any obstruction to neighbouring roads and ensure access for emergency services is maintained at all times. With the exception of assistance dogs, no animals will be allowed on the premises, unless previously agreed by the Management Committee in writing.

### **Insurance**

Hirers making a block booking shall show their Public Liability Insurance Certificate to the Management Committee and a copy will be retained on file. The Community Centre's insurance policy does not cover the hirer's property and equipment. Equipment/items stored at the Community Centre by agreement with the Management Committee are left at the hirer's own risk and the Management Committee takes no responsibility for any loss or damage to these items.