



## Stoke Hammond Community Centre Terms and Conditions of Hire

### Bookings and Payment

In addition to the hire charge a refundable deposit of £100 is required at the time of booking. Hire times specified must include setting up time and clearing away time. Payment is due two weeks before the event. Payment can be made online or by cash or cheque. There will be an extra charge applied in the event of a hirer's late arrival and or departure from the specified times. After 15 minutes £25 will be retained from the deposit and after 30 minutes £50 will be retained. Mitigating circumstances would be considered at the Management Committee's decision. For hires with a finishing time later than 6pm we will require along with the completed booking form photographic ID of the hirer in the form of a copy of their driving licence or passport. All provided ID will be destroyed after the hire.

### 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 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 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 put away in the cupboard. Cleaning equipment is located in the small room at the rear of the kitchen. Kitchen and table surfaces are to 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 the rear of the kitchen. A 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 Greg Noble 01525 270744 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 the 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 wheeled bins, one being outside by the rear field French doors and another outside of the kitchen fire exit door must be removed by the hirer. Note: the lids to these Biffa bins must be able to close.

Please ensure all windows are shut, lights are turned 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 the event. Except under very exceptional circumstances the hirer should not leave the building unoccupied or before the end of hire and the arrival of a Community Association representative to lock up the building. If there is an exceptional need to leave before the specified time, the hirer must make contact with a Centre member whose numbers are displayed on the entrance lobby noticeboard.

No alterations or additions shall be made to the premises. No items whatsoever are to be affixed or stuck to any surface. Please note, that this exclusion also includes non-permanent/low tack fixings such as Blu Tack and light adhesive masking tape which can still remove paint and leave residues. The cost for any damage caused by unauthorised fixings will be paid from the hirer's deposit. Any damage to Community Centre property must be reported to Greg Noble 01525 270744 after the hire period.

## **Health and Safety**

The hirer is fully responsible for Health and Safety issues. Emergency exits must 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 (maximum height 2.8m and with protective matting) are only permitted INSIDE the Community Centre and permission must be obtained from the Management Committee. If permission is granted, the hirer must provide the name and details of the supplier before the hire date. The Community Association does not provide insurance for the use of bouncy castles or any other form of inflatable or similar play equipment and cannot take responsibility whatsoever in the event of any accident.

Hire of the Community Centre does not include exclusive use of the complete 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 via [email on:clerk.stokehammondpc@gmail.com](mailto:clerk.stokehammondpc@gmail.com). If using a bouncy castle or any other form of inflatable or similar play equipment on the land immediately to the rear of the Community Centre building the name and details of the supplier must again be provided to the Community Association before the hire date.

The Community Centre is a non-smoking no vaping venue. Please use the ash bin provided outside the front of the building near the notice board. If users go outside to smoke, please do not leave cigarette butts laying around on the ground. The deposit will be forfeited if extra cleaning of butts is required.

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

No form of Smoke/Fog generating machines or Smoke Wands/Grenades are to be used inside the centre building. No fireworks or Chinese lanterns are permitted within the building or its grounds.

Young people (under the age of 18) must always be supervised by responsible adults 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 to a minimum.

## **Parking**

Owners or drivers of vehicles parked in the car park area to the front of the Community Centre do so entirely at their own risk. The management of the Community Centre accepts no liability whatsoever for any loss or damage to any vehicle or its contents.

Vehicles must not cause any obstruction to neighbouring roads and ensure access for emergency services is always maintained.

## **Animals**

Except for assistance dogs, no animals will be allowed on the premises unless previously agreed with the Management Committee in writing.

## **Insurance**

Hirers making a block booking shall show their Public Liability 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 or 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.