

Aghaloo Community Centre

STANDARD CONDITIONS OF HIRE

Please make sure you read and comply with these conditions. Many are insurance requirements with potentially serious consequences if ignored. If you have any query over them, please discuss with us.

INSURANCE

The insurance held by the Aghaloo and Blackwater Community Association (ABCA) covering the hall is only applicable to use by private individuals and [Management Committee approved] not-for-profit groups. Commercial users of the premises will be required to show evidence of insurance prior to confirmation of booking by the management committee.

COMMUNITY CENTRE AUTHORISED PERSON

All bookings requests must be communicated to the Authorised Person by any of the following methods: -

- By clicking on Centre Booking Request on Aghaloo Community Centre Web Page Aghaloocommunity.com
- Through our Facebook page
- By telephone or text message to 07715 177240

All booking requests are only secured when confirmed by the Centre's Authorised Person.

BOOKING INFORMATION

You must provide us with:

- The name of the person hiring the premises (the Hirer) who **must be over the age of 18 years old and must be present and in charge during the whole period of hire.**
 - **Full Name**
 - **Email address**
 - **Telephone Number**
- Details of the parts of the premises you want to use. No other areas should be used by the Hirer. The remaining facilities may be hired separately at the same time to different Hirers if this does not restrict use by either party. [In such cases use of the kitchen will only be available to one Hirer.]
- The purpose of hire (description of the event). The premises must not be used for any other purpose.
- Provision of Emergency First Aid for your group (named responsible person) ABCA provide basic First Aid Equipment throughout the venue.
- The number of people expected – the maximum capacity must not be exceeded. Please discuss with us if your event is for more than 50 people.
- Where appropriate the ABCA Management Committee will require the hirer to complete our **BOOKING FORM**, provide a **purchase order reference** and provide a copy of the Hirer's **Risk Assessment** prior to accepting the booking.

END OF HIRE, LOSS AND DAMAGE (IF ANY)

The Hirer must:

- Leave the premises and surrounding area in a clean and tidy condition, with seating, tables and equipment returned to original arrangements or to the store, and all equipment and supplies belonging to the Hirer removed unless by prior approval. **Failure to observe this condition may result in a cleaning charge being applied.**
- Remove all rubbish to [outside refuse] bins (use recycling bins where appropriate).
- Turn off all lights and electrical appliances.
- Check the building is empty and then leave the premises properly locked and secured.

Aghaloo Community Centre

- Let us know IMMEDIATELY of any damage to the hall, its furnishings, fittings, equipment, accessories, or the surrounds. Normally the Hirer is responsible for the cost of any such damage.

USE OF THE BUILDING

- No property may be kept or stored at the hall without written permission of ABCA Management Committee. ABCA accepts no responsibility for the loss or damage to any property brought to the hall or its surrounds.
- **No alterations** should be made to the premises or to the fixtures, fittings, or decoration without prior written approval from the ABCA Management Committee [designated contact]. Bluetak, pins, adhesive tape must not be used on the walls.
- No animals are allowed inside the premises except registered guide dogs.
- Do not adjust the heating controls without permission.
- Only use the centres' equipment if you have been shown how to use them and are competent to do so.
- Look after the hall floor – remove high heels and wear soft-soled shoes for games. Any water spillages should be cleaned up immediately.
- Be conscious of energy use in the hall – switch off unnecessary lights.

ELECTRIC / GAS APPLIANCES

No Gas appliances may be brought onto the premises or used without prior permission from the ABCA.

The Hirer shall ensure that any portable electrical appliance brought on to the premises has a current test certificate and each item has its own sticker/label, is in good working order and is used in a safe manner.

CANCELLATION

The Hirer may cancel a booking up to 7 days before the event without charge. After that, ABCA reserves the right to charge the full cost of hire. ABCA reserves the right to cancel a hire by written notice in the event of:

- The premises being required for a funeral meal or special community events.
- The premises becoming unfit for use.
- An emergency preventing or requiring alternative use of the premises. In such cases the Hirer will be entitled to a refund of any deposit paid but the ABCA shall not be liable for any resulting direct or indirect loss or damages whatsoever.

FIRE

The Hirer acknowledges that they have received instruction on:

- The action to be taken in the event of fire, however slight. This includes calling the fire Brigade.
- The location and use of fire extinguishers and fire doors. Fire doors must not be wedged open.
- Fire exits and escape routes and the need to keep them clear.
- In the case of fire, the Hirer will be responsible for checking that all persons have evacuated the hall, unless his or her life would be put in danger by doing so.

The Hirer is responsible for informing their users of the locations of the emergency exits and procedures in case of fire/other emergency, and to ensure that all doors, corridors and exits must be kept clear and ready for use in an emergency.

ACCIDENTS, HEALTH AND SAFETY

The Hirer must report all accidents involving injury, incidents or near misses to the public to the ABCA Management Committee as soon as possible and complete an accident report in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). ABCA accepts no responsibility for injury sustained by hirers.

Aghaloo Community Centre

The Hirer is responsible for each individual of its group whilst in the building and shall ensure that each individual adheres to the ABCA No Smoking Policy, this includes E-cigarettes.

CHILDREN AND VULNERABLE ADULTS

ABCA has a policy for the protection of children (those under 18 years old) and for vulnerable adults. ABCA subscribes to the principles of child protection promoted by the Protection of Children and Vulnerable Adults (NI) Order 2003 and takes account of guidance issued.

ABCA requires the co-operation of all users of the premises in taking measures for the appropriate protection of any child or vulnerable adult involved in activities on the premises and also be mindful of the needs of any such individual. ABCA **may require** groups hiring the premises for activities involving children or vulnerable adults to **provide details** of the measures they have in place to protect them.

The Hirer shall ensure that if persons under the age of eighteen are present in the building, no photography is permitted unless prior consent has been received from the parent/guardian.

<http://www.legislation.gov.uk/nisi/2003/417/contents/made>

If your event involves food preparation, the sale of alcohol, or a stage, cinema, video, or music performance, you must read and accept the following additional conditions (please ask for a separate sheet).

FOOD SAFETY

The Hirer shall observe all relevant food health and hygiene legislation and regulations. The Hirer is expected to familiarise themselves with the food preparation facilities available to ensure that they are adequate for the purpose intended. The Hirer will be required to remove all reasonable waste promptly. ABCA accepts no responsibility for food made and served or food brought to the hall and consumed in the hall.

ALCOHOL

Alcohol can only be sold on the premises if a licence has been obtained for the event. The Hirer is responsible for applying for a licence **[in their own name]** and they must meet all conditions of that licence including the provision of stewards. Named organiser and stewards in charge during the event must be provided in writing 7 days in advance. Where alcohol is sold on the premises the Hirer is required to provide a copy of the licence 7 days prior to the date of the event.

Event organisers and Private Individuals are not permitted to consume carry-in alcohol with-in or on the community centre site.

PERFORMING RIGHTS

The Hirer must comply with all the Performing Rights Society regulations and supply and relevant information to the ABCA. The Hirer will obtain any necessary licences from the Phonographic Performances Ltd in respect of use of sound recordings. Where films are shown the Hirer must ensure that age-restriction classifications are observed.

CANCELLATION

The management committee reserves the right to cancel a booking if hire conditions are not met by THE HIRER.

Aghaloo Community Centre

2024/25 Authorised Person; - John Ward

2024/25 HIRE RATES

Main HALL

Private Party or for profit organisations

Rate	£20/hour
Morning/afternoon 2 – 4 hours	£50
Full day or longer than 6 hours	£100

Members and non-profit organisations

Rate	£15/hour
Morning/afternoon 2 – 4 hours	£50
Full day or longer than 6 hours	£100

COMMITTEE ROOM

Private Party or for profit organisations

Rate	£10/hour
Morning/afternoon 2 – 4 hours	£30
Full day or longer than 6 hours	£60

Members and non-profit organisations

Rate	£10/hour
Morning/afternoon 2 – 4 hours	£30
Full day or longer than 6 hours	£60

KITCHEN FACILITIES ADDITIONAL

Full meal usage	£50
Tea and coffee usage	£10

FULL USE OF COMMUNITY CENTRE WITH OR WITHOUT LICENCED BAR

This is to be discussed with the **Authorised Person and the ABCA Management Committee** who will consider what rate will be and the conditions of hire before the booking is agreed and accepted.

For events, such as Fund-raisers, Social Events, Dancebands, Variety Show, Concert, Play or Conferences etc., where the full facility is being booked and/or the scale of the event is such that it will require setup on the previous day and/or

Aghaloo Community Centre

clean up the day after, the price quoted is the minimum charge only. To confirm a booking of this nature it is necessary to meet with members of the events sub-committee, where all aspects of the booking are discussed and agreed. Extra charges may be necessary and dependent on: Additional security, licensing or cleaning costs and any other additional requirements; and The disruption the event might cause to other users in terms of, the period the Centre or parts thereof are unavailable to other users, including setup and clean-up time. NB. The Management Committee reserve the right to refuse a booking if it is deemed that such a booking would not be compatible with the Objects of the Association or would compete with other users of the Centre and/or other events or funds-raisers being organised within the community.