

Terms & Conditions

1. The deposit and full hire fee should be paid by debit or credit card. If this is not possible, please make payment into the following bank account. ***Please ensure that the hirer's name is entered in the reference field.***

Bank Account Name: Canford Heath Residents and Community Association (CHRCa)

Sort Code: 52-10-20

Account Number: 11241071

2. The Association has a Premises Licence authorising the following regulated entertainment and licensable activities: Performance of live music / Playing of recorded music / Making of music. The hirer will need to obtain any licences required for the hire other than those indicated as held by the Association.
3. The Centre has a Licence with PRS and PPL for the performance and playing of music.
4. Where a licensable activity will take place, the hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence and/or operating schedule for the premises, in accordance with which, the hirer must give an undertaking to agree and comply with all obligations therein.
5. To hold a licensable activity on the premises, or on part of the premises not covered by the Halls Premises Licence, or where a hall does not have a Premises Licence, a Temporary Events Notice (TEN) will need to be given to the Licensing Authority. The Hirer shall obtain the written consent of the Trustees on the form provided for these purposes before giving the Licensing Authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TEN's which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the Trustees and other local voluntary organisations.
6. The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers and performers. See the booking arrangement document for further information.
7. The Hirer agrees with the Association to be present (or the Hirer's authorised representative, if appropriate), during the hiring to ensure that Hirer complies fully with this Hire Agreement.
8. It is hereby agreed that the Standard Conditions of Hire, together with any additional conditions imposed under the Premises Licence or that the Association deems necessary, shall form part of the Terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Association and the Hirer.
9. None of the provisions of this agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Right of Third Parties) Act 1999 on a person who is not named as a party to this agreement.
10. If in the event of non-payment 14 days prior to the event, the event will be cancelled, and the deposit will not be refunded.
11. If the event is cancelled, then you must provide a minimum of 72 hours' notice, otherwise your deposit will be retained.
12. The use of confetti or similar decorations is not permitted at any time. Any evidence of confetti having been used could result in the deposit not being returned.
13. If the event of any altercations, fights, or arguments, this will result in the bar being closed and the hall hire terminated, and your deposit will not be returned.
14. Under no circumstances can the hirer or their guests bring in their own alcohol for consumption on the premises. Anyone found to be bringing in their own alcohol will lead to the event being shut down, and the deposit not being returned.
15. Any lost property found after your hall hire will be held for a maximum of 4 weeks, at which time it will be disposed of.
16. Please ensure that you remain on site until an authorised individual attends to secure the premises.
17. **There will not be any planned fire alarm testing during your event.** However, in the event of a fire alarm, all occupants must immediately cease all activities and evacuate the premises in an orderly manner using the nearest designated emergency exit.
Emergency exit routes are clearly marked. Please follow all posted evacuation signage and the instructions of authorised personnel or emergency responders.
Once evacuated, proceed directly to the designated assembly point in the Iceland Car Park or the service road behind the Centre. Do not re-enter the building until confirmed by emergency services or authorised staff.

If you require assistance evacuating the building due to a disability or other reason, please notify a staff member in advance so arrangements can be made.

Tampering with fire safety equipment, including alarms, extinguishers, and emergency lighting, is strictly prohibited and may result in immediate removal from the premises and/or legal action.

In the event of a fire, dial 999 immediately if it is safe to do so.