

**Church Lane Community Centre Terms and Conditions of Hire****Up to 31<sup>st</sup> March 2018****Definitions****In the context of this Hire Agreement**

- (a) CLCC shall mean Church Lane Community Centre, 147 Church Lane, Bedford MK41 0PW.**
- (b) The hirer shall mean the person who has signed this Hire Agreement.**
- (c) The Premises shall mean the areas of Church Lane Community Centre which the hirer has agreed to hire.**

**Bookings and Payment**

1. All hire charges and deposits must be paid in advance. Hire times must include set up time and clearing away time. (Please ask to see our hire charges listed separately).
2. All bookings for private evening functions, the hirer must be aged 21 or over. Proof of identification/age may be requested prior to acceptance. The person named on the booking form must be the hirer and the hirer must be at the event for the entire hire period.
3. The current year's hire charge rates will be charged, despite the date the booking was made.
4. Provisional bookings will be held for 7 days only from date of enquiry. If a booking form and deposit are not received within 7 days, the provisional booking will be removed from the diary without further notice.
5. Block bookers' hall hire charges will be invoiced on the first day of each month. Payment must be made within 14 days of the invoice date and can be paid by cheque or BACs.
6. Single booking hall hire charges should be paid either at the time of booking or at least 21 days prior to the event.
7. **In addition** to the hire charge a returnable **deposit of £100** must be made by cheque or BACs at the time of booking for family/private functions.
8. **In addition** to the hire charge a returnable **deposit of £50** must be made by cheque or BACS at the time of booking for children's party bookings.
9. **REFUND OF ANY DEPOSIT IS AT THE DISCRETION OF THE MANAGEMENT COMMITTEE. DEPOSITS WILL BE KEPT IF UNREASONABLE ADDITIONAL CLEANING IS NEEDED, OR IF ANY PROPERTY OR EQUIPMENT IS DAMAGED. DEPOSITS WILL ALSO BE KEPT IN CASES OF LATE CANCELLATIONS OR IF HIRERS, ASSOCIATED ENTERTAINERS/CATERERS, OR GUESTS' BEHAVIOUR IS CONSIDERED UNREASONABLE OR IF ANY OTHER TERMS AND CONDITIONS OF HIRE ARE NOT ADHERED TO.**
10. After inspection your refund will be sent to you by cheque.

**Cancellation**

11. A notice period of 28 days is required to cancel a single hire booking or block booking. Anything less than 28 days' notice will incur the full hire charge.
12. Block/regular bookers should be consistent with their booking days/times and will be charged monthly for the period of hire stated on their booking form, irrespective of any days/periods missed. Unless days missed are as a result of CLCC action. Exceptions to this will be holiday dates given at least a month in advance. This is because the centre relies on regular income to remain sustainable; therefore block/regular bookers need to pay for their reserved slot.

13. The Management Committee reserves the right to cancel sessions or/and 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 hirers at least a month's notice of any closure.

### **Use of the Premises**

14. The closing hours of the building are 12am and all hirers must be vacated by this time. All music and/or dancing **MUST STOP** by 11.30pm and must comply with the Indoor Entertainment's Licence. Regular hirers should check whether their particular business requires a music licence and if so CLCC Centre Manager must be given a copy. Single bookings do not require a music licence.
15. Hirers must leave the premises swept and tidy and all equipment and furniture should be placed tidily as it was found as discussed with the Centre Manager. Setting up and tidying time are chargeable and must be included in the booked hiring period.
16. The hirer is liable for the cost of any heavy additional cleaning at £30 per hour, and also for any damages or breakages that may occur during the hire period. There is a £30 charge if furniture is not replaced as it was found. This cost may be taken from the deposit, prior to the deposit refund being given.
17. All equipment hired can only be used within the facility and must not be removed.
18. Any equipment brought into the building by the hirer must have passed relevant safety tests and be fit for purpose. Permission from the Centre Manager **MUST** be sort before a hirer can bring in any equipment. Any accidents resulting from equipment brought into the building are the responsibility of the hirer.
19. Bouncy castles can only be brought in from fully insured and registered companies.
20. It is not permissible to attach decorations to the walls. Decorations may be placed on doors with blue tack and removed at the end of the hire period.
21. The Key Holder, will meet party/event hirers at the beginning of their agreed hire period to unlock the centre. The hirer should ensure that someone is present within the building throughout this period.
22. **ALL RUBBISH** will be disposed of by the hirer.
23. Approval for the use of Church Lane Community Centre premises by political parties shall be determined by the nature of the occasion. Public meetings such as rallies will not be permitted.
24. The premises shall be used for community purposes only and shall not be used as the hirer's postal address.
25. No alterations or additions shall be made to the premises without the consent of the Centre Manager and any such work shall be completed at the hirer's cost and to the Centre Manger's approval.
26. No advertising or publicity material will be displayed inside or outside the building without the prior approval of the Centre Manager.
27. The premises shall be open to members of Church Lane Community Centre Association at all times who shall have full authority to enforce these regulations.
28. Food and drink should not be consumed in the communal areas.

### **Health and Safety**

29. The Key Holder will show the hirer all fire exits. They will also explain to the hirer the fire procedures in place for the building. **Please give the key holder your close attention when this is being explained to you.** Fire safety notices are displayed in the building and written instructions are given in these T & Cs.
30. The key Holder's contact number is 07816 044 007 during office hours or **0751 208 1653 outside of office hours.**

31. Fire exits must not be obstructed in any manner at all. 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.
32. **It is illegal to smoke inside the building;** therefore if you or your guests smoke you/they must only do so outside and well away from the **FRONT** of the building.
33. No fireworks, party cannons, sparklers or similar (indoor or outdoor) are allowed.
34. No hazardous liquid substances or items that may be seen as a fire or safety risk are allowed.
35. CLCC Centre Manager and Management Committee discourage hot drinks being present in areas where activities involving children are taking place. Risk assessments should be carried out. And hirers are solely responsible for any accidents.
36. Hirers are responsible for their guests at all times whilst in the building. Block bookers are responsible for ensuring their policies are relevant for the activity taking place and appropriately shared with their service users.
37. Block bookers working with families and children must have safeguarding procedures and policies in place and practice. They must also adhere to the safeguarding, health & safety policies & procedures of the centre to ensure safety of all other users and visitors to the centre.
38. Risk assessments are the responsibility of the hirer and as such the hirer needs to be satisfied that the space hired is safe and fit for purpose.
39. Children are not allowed in the kitchen.
40. No smoke machines or any other equipment that may affect the sensors are allowed. If the fire alarms are triggered, the fire brigade must always be called and hirers and all guests must evacuate the building. If a false alarm is caused by the hirers, or their guests breach of the centre's terms and conditions any related cost will be charged to the hirer.
41. No betting, gaming or lotteries shall take place on the premises, except that allowed by law and the hirer shall obtain any licence or certificate required, prior to booking the premises for such use.
42. The hirer shall ensure compliance with all the relevant legislation, orders and regulations, in particular, that relating to music, singing and dancing and the sale and supply of alcohol. We do not hold an Alcohol Licence, so if you are selling alcohol you must bring your own licence. It must be displayed at all times during the event and a copy of the Licence must be given to the Centre Manager **BEFORE** the date of the booking. Failure to do so will result in the event being cancelled. .To obtain a licence, the cost of which is £21 can be applied for on line at Bedford Borough Council by following the link  
<https://bedford.firmstep.com/popup.aspx/RenderForm/?F.Name=a4JbpUdfiKf&HideToolbar=1>
43. An alcohol licence is not required if you are bringing alcohol onto the premises for your guests, as long as you are not selling the alcohol.
44. Hirers are responsible for the action of their guests. Hirers must ensure that no alcohol is consumed by children/young people under the legal drinking age of 18 years.
45. Hirers must not cause annoyance or nuisance to local residents or adjoining occupiers by the playing of unreasonably loud music etc. Young people (18 and under) must be supervised by responsible adults at all times during the course of any booking. There should be a minimum ratio of 1 adult to 10 young people. For young children there should be a minimum ratio of 1 adult to 8 children for children 3 - 5 years old.
46. Hirers who use any liquids substances, must check with the Management Committee first and provide the relevant COSHH sheets to the Management Committee. This includes, paints, glues, cleaning products, etc.

47. With the exception of assistance dogs, no animals will be allowed on the premises, unless agreed by the Centre Manager

**Insurance**

- 48. **Block Bookers' Public Liability Insurance Certificates must be shown and a copy held by the Centre.**
- 49. **All entertainers/caterers, etc must hold their own public liability insurance and the hirer is responsible for ensuring that this is the case. Copies should be sort and given to the Centre Manager**
- 50. **The Community Centre's insurance does not cover the hirer's property and equipment. Items left or stored at the Community Centre are done so at the hirer's own risk and the Community Centre takes no responsibility for any loss or damage.**
- 51. Please see separate listings for our hiring costs. Special occasions, such as New Year Bookings, Christmas Bank Holidays and Easter Day bookings will be considered but will incur additional charges.
- 52. The Centre Manager and the Management Committee reserves the right to cancel the booking if the hirer breaks any of the terms and conditions.

**IN CASE OF FIRE**

- 1. The person discovering the fire should sound the alarm using the nearest break glass.
- 2. Call the Fire Brigade. Dial 999, ask for the Fire Brigade and give this address: 147 Church Lane, Bedford, MK41 0PW
- 3. **ONLY if it is considered safe to do so**, attempt to extinguish the fire using the appliances provided
- 4. On hearing the alarm evacuate the building using the fire exists, closing all doors behind you.
- 5. **Do Not stop to collect personal belongings.**
- 6. In the event of a fire, the person in charge of hiring the Centre must instruct all people to leave the building, using the nearest available exits and proceed to the assembly point if safe to do so, where a check should be made to ensure all "event members" are present.
- 7. Do not re-enter the building to collect personal possessions or for any other reason
- 8. On arrival of the Fire & Rescue Service the person in charge of the building or function should report to the Officer in Charge informing him/her that all the users are safe or if not giving their last known position
- 9. Do not re-enter the building until advised to do so by the Fire & Rescue Service

**We are proud of our community facility, so ask that you remain respectful at all times.**

We welcome your comments and feedback, so that we constantly strive to improve our services to the community.

**I have read and understood the terms and conditions and agree to abide by them:**

Signature of Hirer: ..... Print Name: .....Date: .....