

ABERMULE COMMUNITY CENTRE

TERMS AND CONDITIONS OF HIRE.



Agreement with the Trustees of Abermule Community Centre ("the Community Centre") for the hire of Abermule Community Centre or any part thereof ("the Premises") are subject to these Terms and Conditions of Hire ("the Hire Conditions").

The Hirer undertakes to ensure that they have an understanding of the Hire Conditions:-

Supervision by the Hirer

The Hirer undertakes to be present, or arrange for sufficient adult representatives to be present, throughout the hiring to ensure compliance with the provisions and stipulations contained or referred to in these Hire Conditions and any relevant licenses.

Responsibility of the Hirer

The Hirer shall be responsible during the period of hire for:-

- Being familiar and complying with, the guides provided for the use of the Community Centre
- Carrying out a risk assessment for their event.
- Self-Catering (for anything more than tea & biscuits) Requirement by Environmental Health to complete checks prior to food preparation, record any allergens and complete forms accordingly. (Blue folder in Canteen drawer) Also provide copy of food Hygiene certificate where applicable.
- Supervision of the use of the Premises and the care of its fabric and contents
- Ensuring that the purpose and conduct of the hire does not disrupt the use of any other room hired by other persons
- Ensuring that the Premises (including foyer, kitchen, kitchen appliances and toilets as appropriate) are left clean and tidy with rubbish removed from the site at the end of the hire.
- Ensuring that all equipment, chairs and tables have been returned to their storage positions safely, the Premises are cleared of people, all lights switched off, windows closed and the building secured, except for any facilities or room or public area in use by another continuing hire
- Ensuring that any temporary fittings and fixtures comply with Health and Safety guidance, and in particular ensuring that any decorations used are not a fire hazard or will damage paintwork.
- Ensuring that any equipment or electrical appliances brought onto the Premises and used there shall be certified safe and in good working order, and used in a safe manner
- Ensuring that no animals/birds are brought into the building, without prior permission of the Community Centre Trustees, with exception of assistance dogs.
- Ensuring that no Barbeques, LPG appliances or highly flammable substances are brought onto the Premises
- Ensuring that they and their attendees recognise the fact that the Premises are situated in a residential neighbourhood and conduct themselves accordingly by, for example, taking care not to slam car doors, especially late at night, and not playing music or making other sounds at inappropriate levels.

Fire Regulations

The Hirer shall:

- Ensure that the "Emergency Exit" signs are kept illuminated
- Ensure that the Fire Brigade is called to any outbreak of fire, however slight, and Centre Trustees notified immediately.
- Prior to the start of an event indicate the fire exits and Evacuation Meeting Place to the persons attending the event
- Ensure that all fire exits are kept clear at all times, however. If any equipment, e.g. a piano, is positioned close to an exit, the user of the equipment is made responsible for moving it rapidly out of the way of the exits in the event of an emergency
- Ensure that the relevant hall lobby and foyer entrances are not blocked with items such as buggies, wheelchairs or mobile scooters

The Evacuation Muster Point is on the grass area in front of the Multi Use Games Area to the rear of the Community Centre. No person may re-enter the Community Centre without the permission of the Fire Brigade or in the case of a fire drill the person in charge.

Use of Premises

The Hirer shall not:-

- Sub-let or use the Premises for any purpose other than that described in their Booking Application
- Use the premises or allow the Premises to be used for any unlawful purpose.
- Do anything or bring onto the Premises anything which may endanger the Premises or render invalid any insurance policies in respect thereof.
- Allow the use of drugs on the Premises
- Allow smoking or vaping in the Premises or in the vicinity of the entrances.

Car Parking

Vehicles are parked at owner's risk, and may be parked only in the marked spaces. The area adjacent to the main entrance is reserved for emergency vehicle use, but may be used temporarily for unloading.

Premises Licence and other relevant legislation

The Hirer is responsible for:

- Conforming to the terms of the Premises Licence granted to the Community Centre, including, but not limited to, permitted hours for licensable activities (serving alcohol, playing live or recorded music). The Hirer shall also pay to the Community Centre such fees as are required for a licence to sell alcohol at an event. Alcohol may not be served to any person under the age of 18 years.
- Ensuring no excessive noise occurs, particularly late at night or early morning, with a minimum of noise being made by any person on arrival or departure.

The Hirer shall ensure that the users:

- Do not contravene the law relating to gaming, betting, and lotteries
- Comply with all conditions and regulations required by the Licensing Act, particularly in connection with events which include public dancing or music, or stage plays, or films, or similar entertainment taking place at the premises. A breach of this condition may lead to prosecution by the local Authority.

Compliance with legislation relating to children or vulnerable adults

The Hirer shall ensure that any activities at the Premises for children or vulnerable adults comply with current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults. Child Protection Policies are the responsibility of the Hirer.

Indemnity

The Hirer shall indemnify and keep indemnified each of the Trustees of the Community Centre and their employees, volunteers, agents and invitees against:

- The cost of repair of any damage done to any part of the Premises including the curtilage thereof or the contents of the Premises
- Against all actions, claims, and costs of proceedings arising from any breach of the Hall Conditions
- All claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the Premises (including the storage of equipment) by the Hirer
- As directed by the Community Centre, the Hirer shall make good or pay for all damage (including accidental damage) to the Premises or to the fixtures, fittings or contents and for loss of contents Insurance
- The Hirer is responsible for ensuring that any catering company or operator hired to bring equipment such as bouncy castles onto the Premises has relevant and appropriate insurance, which shall include public liability insurance.
- Hirers must provide Public Liability insurance (£5,000,000 minimum indemnity).

Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to an authorised representative of the Community Centre as soon as possible, and complete the relevant section in the Community Centre's Accident Book. The hirer shall ensure the appropriate medical assistance is sought, or an ambulance is called.

Any failure of equipment, either that belonging to the Community Centre, or brought in by the Hirer must also be reported as soon as possible.

Emergency or First Aid

A defibrillator is located outside the main door and First Aid Kits inside the main door and canteen. If used Please notify Trustees to replace used items.

Stored equipment

The Community Centre may provide storage space, for regular users, and may charge a deposit for the use of a key to these storage spaces. These keys remain the property of the Community Centre, and, on request, must be returned to the Community Centre.

The Community Centre accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring or storage period. The Community Centre may dispose of any such items 7 days thereafter at its discretion, by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer daily storage fees and costs incurred in storing and selling or otherwise disposing of the same.

No alterations

Decorations may be hung from the ornamental bosses/hooks provided on the side walls of the Halls but not elsewhere. On request, Hirers must produce a certificate that the decorations are not a fire hazard. No Blu-tack, drawing pins, adhesive tape or similar may be used.

No other alterations or additions may be made to the Premises, and no fixtures may be installed, or placards, or other articles be attached in any way to any part of the Premises without the prior written approval of the Community Centre.

Any alteration, fixture or fitting, or attachment, so approved, shall, at the discretion of the Community Centre, remain in the Premises at the end of the hiring and become the property of the Community Centre or be removed by the Hirer. The Hirer must make good to the satisfaction of the Community Centre any damage caused to the Premises by such removal.

Interruption of Regular Bookings

If a Hirer is a regular weekly user, the Community Centre reserves the right to cancel all, or part of, certain bookings in favour of one-off bookings. Such cancellations shall not occur more than once a month, and where possible at least six weeks' notice shall be given of such cancellation.

Cancellation by the Hirer

If the Hirer cancels the booking before the date of the event and the Community Centre is unable to conclude a replacement booking, the Community Centre may, at their discretion, may require a further payment of hire fees or withhold part of the deposit and hire charge already paid.

Cancellation by the Community Centre

The Community Centre reserves the right to cancel a hiring by notice to the Hirer in the event of the Premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or referendum or if the Community Centre reasonably consider that:

- Such hiring may lead to a breach of the licensing conditions, or other statutory requirements, or
- Unlawful or unsuitable activities may take place at the Premises as a result of the hiring, or
- In the event the Premises have become unfit for the use intended by the Hirer In any such case the Hirer shall be entitled to a refund of any deposit or hire fees already paid, but the Community Centre shall not be liable for any resulting direct or indirect loss or damages whatsoever.

Acceptance

These Terms and Conditions are published on the Centre website and made available to the Hirer at the time of making the booking.

By proceeding with the booking the hirer is deemed to have accepted these terms and conditions.