

# **Clevedon Community Association (CCA)**

## **Room Hire Terms and Conditions**

The purpose of this document is to state the policies and regulations for the use of Clevedon Community Centre facilities by third parties.

By making a booking, you agree to abide by these Terms.

(Last updated September 2024)

### **1. Booking**

- 1.1. The CCA will only accept bookings made via official channels with the appropriate booking forms completed. Confirmation of booking will be issued on receipt of the completed booking form and deposit as agreed by the CCA.
- 1.2. The Hirer must be at least 18 years of age to make a booking with the CCA.

### **2. Charges and Deposits**

- 2.1. The rate for room hire will be as agreed upon at the time of booking.
- 2.2. A booking deposit of 25% of the full hire rate is required to secure the booking.
- 2.3. The balance of the booking invoice is due one calendar month prior to the hire date. The CCA reserves the right to cancel the event if payment is not received by this date.

### **3. Cancellation Policy**

- 3.1. Cancellation notice must be sent in writing (email acceptable) and will be effective on the date received. When a cancellation is made any booking deposit paid shall be forfeited.
- 3.2. Cancellation notice received between 28 and 14 days before the scheduled booking date will result in the forfeiture of any deposit paid and 50% of the remaining invoice balance will also be due.
- 3.3. If cancellation occurs less than 14 days before the scheduled event date the full invoice amount will be retained.
- 3.4. If the CCA rehire the facilities for the hire date, any refund of the hire fee shall be at the sole discretion of the CCA.

- 3.5 The CCA reserve the right to cancel any reservation or booking at any time prior to the date of the function if the facilities shall not be available for any reason beyond its control. In such circumstances the CCA will refund the booking deposit and any hire charges paid but is not liable for any losses suffered by the hirer as a result of the cancellation.
- 3.6 A request to change the date of a confirmed booking will be regarded as a cancellation and will be subject to the cancellation conditions above.

#### **4. Subletting**

- 4.1. The Hirer shall be responsible for all persons using the facilities during the specified booking period.
- 4.2 The purpose for which the facilities will be used, should be agreed with the CCA at the time of booking.
- 4.3 Subletting to a third party or allowing any other individual or organisation to use the hired room, without prior consent from the CCA, is strictly not permitted.

#### **5. Liability and Damages**

- 5.1. The CCA shall not be liable for any loss of services due to mechanical breakdown, failure in electricity supply, flood, fire, Government restriction or Act of God, which may cause the premises to be temporarily closed or the function to be interrupted.
- 5.2 The Hirer is fully responsible for any loss or damage of property belonging to the CCA during the event. This includes but is not limited to adjacent premises. The Hirer shall be responsible for all costs associated with repairing or replacing any damaged property.
- 5.3. The CCA shall not accept responsibility for the loss or damage to any vehicle or its contents left in the car park. It is the Hirer's responsibility to ensure that no vehicle is parked in any unauthorised position and that instructions given, by the CCA staff or volunteers, regarding the parking of vehicles are fully observed.
- 5.4. The CCA is not liable for any damage to personal property, belongings or equipment brought into the facility by the Hirer or their attendees during the booking. It is advised that Hirers take necessary precautions to secure their belongings. The hirer may only store equipment on the premises with prior consent from a member of the CCA staff. Charges may apply.
- 5.5 The Hirer must comply with all applicable laws, regulations, and permits pertaining to the event and the use of the CCA premises. The CCA may request to see a copy of the Hirer's public liability insurance or other relevant documents.

- 5.6 The CCA recommends that, where appropriate, hirers have adequate insurance coverage for their events or activities.

## **6. Fire Safety**

- 6.1 A Fire and Safety Briefing will be given to all Hirers prior to the start of the event.
- 6.2 Fire exits and hallways must be accessible at all times and should not be blocked or restricted in any way.
- 6.3 Fire safety appliances must not be removed or tampered with.
- 6.4 No additional lights or electrical extensions shall be used without prior consent of the CCA.
- 6.5 The hirer is responsible for the safety of all equipment brought onto the premises. It is advised that any portable electrical equipment should have a current PAT label.
- 6.6 The Hirer shall ensure that the authorised capacity of the rooms is not exceeded

## **7. Access**

- 7.1 It is the hirer's responsibility to inform the CCA of any specific accessibility requirements during the booking process. (Please note Rooms 5, 7, 8, 9 and 10 are on the first floor and do not have disabled access.)
- 7.3 Officers of the CCA (or any person authorised by them) shall have the right of free and unimpeded access to rooms at all times.
- 7.3 The Hirer will only be granted access to their booked facilities for the duration specified on the booking form unless prior arrangements have been made with the CCA.
- 7.4 The Hirer will only be granted access to rooms specified on the booking form and will not be allowed to enter other rooms without prior consent of the CCA.

## **8. Maintenance of Good Order**

- 8.1 The Hirer is responsible for good order and behaviour throughout the booked period. The Hirer is requested to respect other users of the facility and avoid causing any disturbances or nuisances.
- 8.2 Should officers of the CCA deem it necessary to remove a person / persons from the premises, the Hirer must comply with this immediately.
- 8.3 The Hirer shall, at his own expense, arrange for sufficient security personnel at the function if the officers of the CCA deem it necessary.

8.4 The Hirer shall also, at his own expense, arrange suitable first aid cover where appropriate.

## **9. Vacation of the premises**

- 9.1 The hirer shall ensure the premises are vacated by all persons attending the function within the time specified on the Booking Form.
- 9.2 All items brought onto the premises in connection with the function, shall be removed at the end time specified on the Booking Form. Where a prior agreement with the CCA is not in place a charge shall be made of the hirer for any time period where items remain in or impede upon the use of the facilities.
- 9.3 The building is located at the centre of a populated area, the Hirer is requested to respect our neighbours and leave with as little noise/disruption as possible.
- 9.4 The Hirer shall leave the facilities in a clean and tidy state. All rubbish should be taken away by the hirer at the end of the booking time.

## **10. Hiring of Princes Hall**

- 10.1 The Hirer must discuss requirements for the layout of the space with the Events Manager/Caretaker. A plan should be agreed at least 7 days prior to the event. Any amendments to the plan after this date must be checked and agreed by the Events Manger/Caretaker.
- 10.2 When hiring Princes Hall for events involving more than 100 people the Hirer shall provide an adequate number of stewards, who must be aged 16 and over.
- 10.3 The hirer is responsible for obtaining the appropriate licence for any photography, videography or recording a performance and ensuring compliance with said licence.
- 10.4 Under the Copyright, Designs and Patents Act 1988, permission is needed from the relevant copyright holders in order to play music at public events, through the radio, TV, other digital devices and live performances. Where this is applicable, the CCA have the right to request a copy of your PPL PRS Music Licence.
- 10.5 No person shall be admitted or re-admitted to the premises after 10:30pm.

## **11. Termination of Agreement**

- 11.1. The CCA reserves the right to terminate this agreement if it is found that the Hirer is in breach of these Terms. In such cases, no refund of charges or deposits will be provided.

## **12. Changes to Terms and Conditions**

12.1. The CCA reserves the right to amend these Terms and Conditions at any time. Any changes will be communicated to the Hirer in advance. It is the Hirer's responsibility to review the terms and conditions prior to booking.

**By making a booking with The CCA, you acknowledge that you have read, understood, and agreed to these terms and conditions. Failure to adhere to these terms and conditions may result in the cancellation of your booking and forfeiture of any payments made.**