



TERMS & CONDITIONS OF HIRE

1) **Priorities for hire.** The facility is provided for the benefit of residents of the local community. In hiring out the hall we give priority to activities which directly benefit that community. The hall is run by Cressingham Gardens Residents Management CIC (CGRMC) in accordance with local authority policy. Hall hire is dependent on CGRMC volunteer availability.

2) **Making a booking.** Hall hire is subject to availability. Bookings are made through our online booking system at [insert booking system link], where you can check availability, select your date and time, see current hire rates (including any concessionary rates for community groups) and upload proof of ID.

3) **Payments.** The deposit and the hire charge (or an agreed balance) is due at least 14 days before the date of your booking, unless otherwise arranged with CGRMC.

4) **Deposits.** The deposit is £100, payable via bank transfer at the time of booking. This is additional to the hire charge. It will be refunded fourteen days after the hire period. The deposit may be retained in the following cases:

- If you cancel the hire with less than 7 days' notice.
- If you have breached ANY of these Terms and Conditions.
- If your hire has caused damage or incurred cleaning expenses beyond normal wear and tear.
- If you have misrepresented any relevant fact on your Hire Agreement – in which case your hire will be voided.

5) **Refusing bookings.** CGRMC reserves the right to refuse any bookings.

6) **Cancellations by you.** If you wish to cancel your hire, you must inform CGRMC in writing. If you give more than 7 days' notice, your deposit and hire charge will be refunded in full. If you give less than 7 days' notice, your hire charge will be refunded, but your deposit will be retained.

7) **Cancellation by CGRMC:** If CGRMC has to cancel a hire for ANY reason, it will give as much notice as possible, and repay both the deposit and the hire charge, unless the cancellation is due to a breach of the Terms & Conditions. In which case, the CGRMC may keep both the deposit AND the hire charge already paid. CGRMC will not be liable for any costs, expenses or losses incurred by the hirer (including but not limited to deposits paid to caterers, entertainers or other third parties) as a result of CGRMC cancelling a booking under this clause.



8) Your responsibilities as hirer. As the hirer, you are responsible for ensuring that:

- i. The number of attendees does not exceed 70, or any lower number agreed for your particular activity.
- ii. Use of the premises is confined to the use stated on the hiring agreement.
- iii. All licences, permits and approvals needed for your activity (including, where relevant, for music, entertainment, or the sale of food or drink) are your responsibility – they must be obtained before the hire period, and you comply with any conditions attached to them.
- iv. You indemnify CGRMC in respect of damage, cost, expense or loss caused by your hire.
- v. You ensure that the behaviour of your attendees does not constitute a breach of the peace, either through music volume, or through sexist, racist, homophobic or otherwise antisocial behaviour. If you are requested to lower the volume of amplified music, or the intensity of the bass, you must comply, or your hire will be terminated.
- vi. That persons leaving your function do so in a quiet and orderly manner.
- vii. That the premises are left clean and tidy after use.
- viii. That you comply with the smoking ban
- ix. That you comply with any Health & Safety rulings regarding your activity, with any legal requirements, and with CGRMC's Hazard Management Policy, and that you familiarise yourself with the fire safety and evacuation information displayed on the walls of the Rotunda. Where your activity is of a type that requires it (for example barbecues, or play groups), you must agree a risk assessment with CGRMC before your booking is confirmed.
- x. You end your activity, and complete your clearing up, within your booked hours, including the setting-up and clearing-away allowance described in clause 9.
- xi. No animals – excepting Guide Dogs and other assistance animals – are to be allowed on the premises.
- xii. All refuse must be properly disposed of, either in the estate's bins or, if they are full, removed by the hirer.
- xiii. Your booking is personal to you: it may not be assigned, transferred or sub-let to any other person or organisation.

9) Hours of use. Until 10.30pm Friday & Saturday. Until 8.30 pm Sunday to Thursday. Each booking includes an allowance of 30 minutes immediately before and after your activity for setting up and clearing away. All setting up, your activity, and clearing away must be completed within these times – no activity, setting up or clearing away may exceed them.



10) **Noise and nuisance.** The hall is in a residential area. Compliance with your responsibility as hirer requires you to make sure that your guests do not cause a disturbance, and that if you are asked to reduce the volume or bass of amplified music, **YOU MUST COMPLY, OR LOSE YOUR DEPOSIT.** This includes noise made by guests leaving your event.

11) **Insurance.** Regular users are required to present satisfactory evidence of insurance cover for their events. One-off hirers must, where necessary, obtain “single event” public liability insurance with a minimum indemnity of £5,000,000, and provide evidence of this to CGRMC at least 48 hours before the date of the event. CGRMC may impose other conditions relevant to your proposed activity on an “as needed” basis. You will be notified as and when these are necessary.

12) **Data protection.** CGRMC collects personal information about you (such as your name and contact details, proof of ID, and payment information) in order to process your booking, manage your hire, and protect the building and other users. This information is held securely, is used only for these purposes, is kept for no longer than necessary, and is not shared with third parties except where required by law. If you would like to know what information CGRMC holds about you, or to ask for it to be corrected or deleted, please contact CGRMC using the details on the booking system.

13) **Acceptance.** By submitting your booking through the online booking system, you confirm that you have read, understood, and agree to be bound by these Terms & Conditions of Hire.

14) **Help during your hire:** If you need help, or have a problem, during your hire, please contact Andrew Plant on 07845 601 153, or speak to the resident volunteer opening or closing the Rotunda for your booking.