



CASUAL HIRE AGREEMENT

Name of hirer: _____ Group/Organisation/Company: _____

Telephone: _____ Email: _____

Address of hirer: _____

Date required: _____ Times: _____ Room(s) hired: _____

Purpose of hire _____

Cost of hire: £ _____ Electricity for Bouncy Castle: £ _____

Contact name and email address of the person responsible for invoices if different to the above:

Room		Weekday Hire Rate (Per hour)	Weekend / Party Hire Rate (Per Hour)
Ashling Hall (main hall)		£22.00	30.00
Barn Green		£12.40	20.00
Jubilee Room		£18.60	25.00
Shrover		£16.00	25.00
Anmore		£16.00	25.00
Main Kitchen		£12.40	15.00
Rookwood		£8.20	11.00
Furzley		£8.20	11.00
Main Field		£12.40	15.00
Upper Field		£10.40	15.00
Equipment		Hire Charge	Hire Charge
Electricity for Bouncy Castle		£5 per hour	£5 per hour
Chairs (Off site hire)		£2	£2
Large Table (Off site hire)		£5	£5
Small Table (Off site hire)		£3	£3
Box of 24 Wine Glasses		£5	£5
Presentation equipment (available in AH & BG only)		£10	£10

Please note: You will need to include time for setting up before and cleaning up after the event.

You will need to visit the centre a couple of days prior to the event to obtain the access code for entry to the main building and instructions on locking up, or the key for the Annexe, which needs to be returned on the next working day after the event.

I/we the undersigned have read, understand, and accept the conditions of hire contained within the **Casual Hire Agreement** for the Denmead Community Centre (further known as DCC) and agree to abide by the terms as detailed in this document. In signing this form you also consent to the DCC to holding and using your Personal Data for the sole purpose of the DCC in accordance with the DCC's General Data Protection Regulations:

Name: _____ Signature: _____

Date: _____

Please return this sheet to info@denmeadcc.uk or hand in to reception. A 20% non-refundable deposit is required at the time of booking. This can be made by BACS, credit/debit card, cheque or cash.

If you are hiring chairs and/or tables a cash deposit of £50 is required. This will be returned once the equipment is returned on time and un-damaged.



DCC CASUAL ROOM HIRE – TERMS AND CONDITIONS

The Hiring Agreement

1. The Hiring Agreement is for the sole use of the room(s) specified on the booking confirmation or invoice and for shared use of communal areas of the building as designated by the Centre Manager or Operations Manager. The hirer, and any person attending the hirer's event, must not enter or use any other room or area unless specifically authorised by DCC.
2. The hire fee includes use of the relevant equipment and designated communal facilities, including toilets, car parking and any kitchen areas identified by the Centre Manager or Operations Manager.
3. The hirer must leave all room(s), equipment and communal facilities used clean, tidy and in a suitable condition for the next user. Floors must be swept where appropriate and all rubbish and personal belongings removed.
4. Any equipment belonging to DCC which is used during the hire period must be cleaned as appropriate and returned to its designated place.
5. All accidents, injuries, near misses, dangerous occurrences or significant incidents occurring during the hire period must be reported to DCC as soon as reasonably practicable and recorded in the appropriate Accident/Incident Record Book. Accident/incident records are available in the office of the main building and in the kitchen of the Annexe building.

Use of the Premises and Equipment

1. Any electrical equipment brought onto the premises by the hirer must be safe, suitable for its intended use and properly maintained. DCC may require evidence of inspection or testing before equipment is used and reserves the right to prohibit the use of any equipment it considers unsafe or unsuitable.
2. Any chemical substances used during activities, including paint, glue, cleaning products or similar substances, must be clearly labelled and used safely in accordance with the manufacturer's instructions.
3. Chemicals must not be left unattended in communal areas where they could cause injury or harm to another person. All chemicals and associated materials must be removed from the premises at the end of the hire period unless otherwise agreed with DCC.
4. All property and goods belonging to the hirer or persons attending the event must be removed from the premises at the conclusion of the hire period unless prior arrangements have been made with DCC.
5. Any property or goods left or stored at the Community Centre are left at the owner's risk. The hirer is responsible for arranging appropriate insurance cover for their own property and equipment.
6. The hirer must take all reasonable precautions to prevent fire and must comply with DCC's fire safety procedures and instructions.
7. Emergency exits, escape routes and fire doors must be kept clear at all times.
8. The hirer must not bring onto the premises gas cylinders, flammable substances or other goods or materials which create an unreasonable fire or safety risk without the prior written permission of DCC and, where applicable, any required licence or approval.
9. Portable heaters must be left in the position specified for the relevant room when the hirer leaves.
10. When leaving the room(s), all lights must be switched off and windows closed unless otherwise instructed. If the hirer is the last person to leave the building, the hirer must ensure that the relevant areas have been checked and secured in accordance with DCC's procedures.
11. Only vehicles displaying a valid Blue Badge may use designated disabled parking bays. Blue Badge holders must display their badge in accordance with the applicable regulations.
12. Where tables and/or chairs have been hired separately, these must normally be collected on the day of the event or, where agreed with DCC, no earlier than the day before. They must be returned by the day after the event unless otherwise agreed. Where equipment is retained for a longer period, an additional hire charge may apply.
13. The hirer must not move, alter, attach items to, or otherwise interfere with the premises, fixtures, fittings or equipment without the prior agreement of DCC.

Fire Safety and Emergency Procedures

1. The hirer must familiarise themselves with the fire safety information displayed in the room(s) and the location of emergency exits, fire alarms, fire-fighting equipment and assembly points before the event begins.
2. The hirer must ensure that persons attending the event are given appropriate instructions concerning emergency evacuation where reasonably necessary.
3. Emergency exits, escape routes, fire doors, fire-fighting equipment and alarm points must remain accessible and must not be obstructed, covered, moved or interfered with.
4. The maximum permitted occupancy of any room must not be exceeded.
5. The hirer must immediately notify DCC of any circumstance arising during the hire which may increase the risk of fire or otherwise affect the safe use of the premises.
6. The hirer must comply with any reasonable fire safety instruction given by DCC or its authorised representatives.
7. The hirer must not use candles, naked flames, fireworks, pyrotechnics, smoke machines or similar equipment without the prior written approval of DCC and, where applicable, any required risk assessment, licence or permission.

Health and Safety and Risk Assessments

1. The hirer is responsible for considering and managing risks arising from the activities they undertake during the hire period.
2. DCC may require the hirer to provide a written risk assessment, method statement, activity plan or other safety information before an event or activity takes place.
3. The hirer must ensure that activities are appropriately supervised and that equipment is used safely and only for its intended purpose.
4. The hirer must not undertake any activity which creates an unreasonable risk to participants, DCC employees, contractors, other users of the Centre or members of the public.
5. DCC reserves the right to stop or restrict an activity where it reasonably considers that the activity presents a serious or unacceptable health and safety risk.

Responsibilities of the Hirer

1. The hirer is responsible for the good conduct of all persons attending their event for the duration of the hire period.
2. The hirer must ensure that all persons attending their event comply with these Terms and Conditions and with reasonable instructions issued by DCC staff or authorised representatives.
3. The hirer is responsible for any damage to DCC's property, fixtures, fittings or equipment caused during the hire period by the hirer or persons attending their event, subject to applicable law.
4. All damage or breakages must be reported to the DCC office as soon as reasonably practicable.
5. DCC reserves the right to recover the reasonable cost of repairing or replacing property, fixtures, fittings or equipment damaged by the hirer or persons attending their event.
6. Bookings are accepted on the basis that the hirer is suitably qualified, where qualifications are required for the proposed activity, and has appropriate insurance in place.
7. DCC may request evidence of qualifications, training, safeguarding arrangements, risk assessments or insurance at any time. Failure to provide requested documentation may result in the booking being suspended or cancelled.
8. The hirer must not use the premises for any unlawful purpose or permit unlawful activity to take place.
9. The hirer must not cause, or permit to be caused, unreasonable noise, nuisance, disturbance or annoyance to other users of the Centre, neighbouring properties or the surrounding community.
10. Persistent or serious nuisance, antisocial behaviour, illegal activity, serious breach of these Terms and Conditions or conduct which places people or property at risk may result in the booking being suspended or terminated.

Insurance

1. The hirer must hold appropriate public liability insurance for the activities being undertaken where required by DCC or appropriate to the nature of the activity. For third party contractors, DCC require a copy of their liability insurance.
2. Evidence of insurance must be provided to DCC before the event where requested.
3. DCC may require additional insurance or other appropriate risk controls where the nature of an activity creates additional risks.
4. The hirer remains responsible for the safety, conduct and supervision of participants attending their event.
5. Nothing in these Terms and Conditions excludes or limits any liability which cannot lawfully be excluded or limited.

Safeguarding

1. Where the hirer's activities involve children, young people or adults at risk, the hirer is responsible for ensuring that appropriate safeguarding arrangements, policies, procedures, supervision and suitably qualified or appropriately checked staff or volunteers are in place.
2. The hirer must comply with all applicable safeguarding requirements relevant to their activities and must take reasonable steps to protect participants from abuse, neglect, exploitation or other harm.
3. DCC may request evidence of appropriate safeguarding arrangements where reasonably necessary.
4. Any safeguarding concern arising in connection with the event must be dealt with in accordance with the hirer's safeguarding procedures and, where appropriate, reported to the relevant authority.

Equality and Accessibility

1. DCC is committed to providing access to its facilities in accordance with applicable equality legislation.
2. The hirer must not unlawfully discriminate against, harass or victimise any person in connection with their event.
3. The hirer should notify DCC as soon as reasonably practicable of any accessibility requirements relating to their booking so that reasonable arrangements can be considered.
4. The hirer must make reasonable arrangements within their own event to ensure that participants are able to participate safely and appropriately.

Accidents and Incidents

1. All accidents, injuries, near misses, dangerous occurrences or significant incidents occurring during the hire period must be reported to DCC as soon as reasonably practicable.
2. The hirer must provide DCC with any information reasonably required concerning an accident or incident.
3. Where an incident is legally reportable to a relevant authority, the hirer remains responsible for making any report required by law.
4. Accident books are located in the front office and in the first aid kits.

Payment for Hire of the Premises

1. One-off bookings, referred to as **casual bookings**, require a **20% non-refundable deposit** at the time the booking is made.
2. The remaining balance must be paid in full **no later than thirty days before the date of the booking**, unless DCC has agreed an alternative payment arrangement in writing.
3. A booking is not confirmed until the required deposit has been received and cleared through the banking system.
4. If the balance is not paid by the due date, DCC may cancel the booking and make the room available for other users. The hirer will not be entitled to use the premises unless DCC has confirmed in writing that the booking remains valid.
5. Where a booking is cancelled by the hirer, the following cancellation arrangements apply:



a. More than one calendar month before the booking date:

Where the booking has been paid in full and the hirer gives at least one calendar month's written notice of cancellation, DCC will refund the hire charge paid, less the 20% non-refundable deposit.

b. Less than one calendar month before the booking date:

The hire charge will normally remain payable and no refund will be due. DCC may, at its discretion, consider a partial refund or transfer of the booking to another available date, having regard to the circumstances and any costs or losses incurred by DCC.

c. Cancellation by DCC:

If DCC has to cancel a booking for reasons within its control, DCC will provide an appropriate refund of sums paid for the cancelled booking. Where cancellation is necessary because of an emergency, safety issue, legal requirement, unforeseen closure, damage to the premises or circumstances outside DCC's reasonable control, DCC will make reasonable efforts to offer an alternative date or suitable alternative arrangement. If this is not possible, DCC will consider an appropriate refund.

6. Any refund will normally be made to the person or organisation that made the payment.

Special Hiring and Licences

1. The hirer is responsible for obtaining any licence, consent, notice or permission required for the activities they intend to undertake at the Community Centre.
2. This may include a Temporary Event Notice (TEN), where applicable, under the Licensing Act 2003.
3. A TEN may be required for activities including the sale or supply of alcohol, certain regulated entertainment or the provision of hot food or drink between 11.00pm and 5.00am, depending on what is already authorised by the premises licence.
4. The hirer must check licensing requirements sufficiently in advance of the event. A standard TEN normally needs to be given at least 10 clear working days before the event, subject to the rules applying to late TENs.
5. Evidence of any required licence, notice, consent or permission must be provided to DCC before the relevant activity takes place.
6. The hirer must comply with all conditions attached to any licence, notice or permission.
7. DCC is licensed under the Performing Rights Society for the performance of live music. The terms and conditions of the licence state that all activities should cease with effect from 11.30 pm each night.
8. DCC may refuse or cancel a booking where a required licence, notice or permission has not been obtained.

Alcohol, Music and Entertainment

1. DCC's premises licence and any other applicable licensing requirements must be complied with at all times.
2. Hirers wishing to sell or supply alcohol, provide regulated entertainment or undertake any other licensable activity must obtain any required permission, licence or Temporary Event Notice before the activity takes place.
3. The hirer must provide evidence of the relevant permission or licence to the Operations Manager before the event if requested.
4. The hirer must not undertake any activity outside the permissions or hours authorised by DCC's premises licence or any applicable Temporary Event Notice.
5. Hirers must comply with any applicable music copyright or entertainment licensing requirements associated with their event.
6. All activities must cease at the time specified by the applicable premises licence or other relevant permission.

Food and Kitchen Use

1. Hirers providing, preparing, selling or distributing food or drink are responsible for complying with applicable food safety, hygiene, allergen and registration requirements.



2. Food must be prepared, stored, handled and served safely.
3. Kitchen facilities and equipment must be left clean and hygienic after use.
4. Food and perishable items must be removed from the premises at the end of the hire period unless otherwise agreed with DCC.
5. The hirer must notify DCC of any spillages or other hazards immediately and take reasonable steps to prevent injury while awaiting assistance.

Noise and Nuisance

1. The hirer must ensure that their event does not cause unreasonable noise, nuisance, disturbance or annoyance to other users of the Centre, neighbouring properties or the surrounding community.
2. Doors and windows should be kept closed where necessary to minimise noise disturbance.
3. The hirer must comply with any reasonable instruction from DCC relating to noise or nuisance.
4. DCC may require an activity to cease where it is causing serious or persistent nuisance or disturbance.

Personal Property

1. The hirer is responsible for the security of their own property and the property of persons attending their event.
2. DCC accepts no responsibility for loss of or damage to property belonging to the hirer or participants except where liability cannot lawfully be excluded.
3. Property must not be left on the premises after the hire period unless DCC has expressly agreed to its storage.

DCC Cancellation, Temporary Closure and Alternative Arrangements

1. DCC may need to cancel or change a booking because of a special event organised by DCC, maintenance, statutory requirements, emergency circumstances or unforeseen events such as flood, fire or other damage.
2. Where reasonably practicable, DCC will provide the hirer with as much notice as possible.
3. Where a hirer's booked room is unavailable, DCC will make reasonable efforts to offer a suitable alternative room at no additional charge.
4. If no suitable alternative is available, DCC may cancel the affected booking or suspend the booking until the premises or room can safely be used again.
5. Where DCC cancels a booking, DCC will consider an appropriate refund or alternative booking arrangement having regard to the circumstances.
6. DCC will not normally be responsible for any consequential losses, including loss of income or other costs incurred by the hirer, except where liability cannot lawfully be excluded or limited.

Protective Security and Emergency Preparedness

1. The hirer must comply with reasonable security and emergency procedures notified by DCC.
2. Hirers must report any security concern, suspicious activity or other matter which may affect the safety of persons using the Centre to DCC as soon as reasonably practicable.
3. DCC may introduce or amend reasonable security requirements where necessary to comply with legislation, government guidance, insurance requirements or the Centre's risk assessments.
4. This includes any requirements arising from the Terrorism (Protection of Premises) Act 2025, commonly known as Martyn's Law, when applicable.
5. As at the date of these Terms and Conditions, the Act has been enacted but its substantive requirements are subject to a commencement period. DCC may update its procedures as the legislation comes into force. The government guidance states that there is an implementation period of at least 24 months from Royal Assent.

Data Protection and Privacy

1. DCC will process personal information relating to hirers and bookings in accordance with applicable UK data protection legislation, including the UK GDPR and Data Protection Act 2018.



2. Personal information may be used for legitimate purposes connected with the administration and management of room hire, including bookings, payments, communication, safety, safeguarding, insurance and compliance with legal obligations.
3. DCC will handle personal information in accordance with its Privacy Notice.
4. The Privacy Notice explains how personal information is collected, used, stored and shared and the rights individuals have in relation to their personal information.
5. A copy of the DCC Privacy Notice will be made available to hirers on request and/or through the DCC website.
6. DCC will provide appropriate privacy information when personal data is collected, in accordance with applicable data protection requirements.

Compliance with Centre Policies

1. Hirers must comply with all reasonable policies, procedures and instructions issued by DCC which apply to use of the premises.
2. DCC may introduce additional reasonable requirements where necessary to protect health and safety, safeguarding, security, the premises or other users.
3. Where an event is subject to specific conditions or additional requirements, DCC may require the hirer to agree to those requirements before the event takes place.

Changes to these Terms and Conditions

1. DCC may amend these Terms and Conditions from time to time where reasonably necessary, including to reflect changes in legislation, licensing requirements, insurance requirements, health and safety requirements, safeguarding requirements or Centre procedures.
2. DCC will give hirers reasonable notice of any material changes.
3. Changes will not retrospectively alter charges or other contractual obligations which have already accrued, unless required by law or agreed with the hirer.
4. DCC may introduce additional conditions for a particular event where reasonably necessary because of the nature, size or circumstances of the event.

IMPORTANT INFORMATION FOR HIRERS

Before your event, please make sure that you:

- Know which room(s) you have hired and do not use other areas of the Centre unless authorised.
- Know the location of emergency exits and fire-fighting equipment.
- Do not exceed the maximum permitted room capacity.
- Keep fire exits and escape routes clear.
- Have any required insurance, licences, permissions and risk assessments in place.
- Obtain any required Temporary Event Notice or other licence sufficiently in advance.
- Leave the room and equipment clean and tidy.
- Remove all personal property and rubbish at the end of the hire.
- Report any accident, damage or safety concern to DCC.
- Follow any reasonable instructions given by DCC staff.

These Terms and Conditions should be read together with the DCC Privacy Notice, applicable fire safety procedures and any specific conditions notified to the hirer in relation to their booking.