



GERRARDS CROSS COMMUNITY ASSOCIATION

Standard Conditions for ONE OFF Room Hire booking:

THIS AGREEMENT is made between the Gerrards Cross Community Association, hereinafter called *the Association*, and the Hirer named below whereby in consideration of the sum(s) mentioned in paragraph 4 below:

- A. THE ASSOCIATION agrees to permit the Hirer to use that part of the premises designated & as agreed for the purposes, period(s) and at the fees described below, namely:

Name of Room:

Date:

Timings:

Rate:

- B. THE HIRER agrees to observe and perform the provisions and stipulations contained or referred to in the Association's Standard Conditions of Hire for the time being in force and as annexed hereto, and in the Rules governing the use of The Association, a copy of which is available from the office.

Hirer

NB. *Persons(s) signing must be 18 years of age or over.*

Name of individual hirer or organisation's authorised representative:

Address:

Email:

Mobile No:

Introduction:

The Gerrards Cross Community Association, hereinafter called *the Association*, is a registered charity. It is not a commercial profit-making organisation. The main aim of the charity is to provide a facility for the local community and the surrounding area where meetings, social events etc can be held. The Association reserves the right to refuse to accept a booking if it deems that the proposed event is not beneficial to the local community or in keeping with the aim of the Association

GXCA, The memorial Centre, 8 East Common, Gerrards Cross, Bucks SL97AD

T: (01753) 883759 E: office@gxca.org.uk W: www.gxca.org.uk

Registered Charity No. 300264

Reg. V.A.T.No. 207 7823 57



How to hire the Hall

1. The rooms can only be hired by a person over 18 years of age ("the Hirer")
2. The deposit is payable upon booking. The fee for hiring the Hall is due one calendar month before the proposed date of hire and the booking is treated as provisional until the deposit has been paid. In the event of non-payment before the prescribed time (i.e. one month before the date of the event), the Association may cancel the booking and accept an alternative booking.

3. Cancellation Fees are as follows:

2 months before event full refund

1 month before event 50% refund

14 days before the event no refund

Rescheduling of the event to alternative date is fully permitted

4. The Association reserves the right to refuse or cancel any booking. In the event of any such cancellation, the Association shall refund all monies paid or may offer an alternative date. In such circumstances, the Association shall not incur any liability whatsoever to the Hirer over and above the monies paid directly to the Association

5. The Halls may only be used during the hours stipulated and agreed in the booking form and the Hall must be vacated immediately on termination of the agreed time. In the event that the Hall has not been vacated at the end of the agreed time, the Association will charge an additional levy and the Association reserves the right to deduct this levy from the deposit paid.

6. Sub-letting of the Hall or use by the Hall by anyone other than the Hirer is strictly forbidden.

7. In the event that the Hirer has any concern about the condition of the Hall they must advise the Association (via any one or more of its employees) within one hour from the pre-agreed commencement of the booking.

8. Please always be mindful and respectful to our neighbours of noise levels – doors to the gardens if DJ, entertainment or band playing to be closed at 10.30pm

Indemnities, Insurance, Licences and Liability

8. The Hirer is responsible for the event that takes place at the Hall and must remain on the premises throughout the duration of the booking.

9. The Hirer must adhere to health and safety considerations for the event and in particular (but not exclusively) must consider the care of children and minors attending the event to ensure that there is suitable supervision of children and minors during the event including arrival and departure from the Hall and their presence in the Hall and the grounds of the Hall.

10. The Association and none of its employees, trustees or committee members shall be responsible for any loss, damage or injury to persons or property caused as a direct or indirect result of the hiring or use of the Hall or its grounds.

11. The Hirer shall indemnify the Association, its trustees, employees and committee members against any claim that may arise out of the hiring of the Hall in respect of any loss, injury or damage to persons, property or otherwise.

12. The Association does not accept any responsibility or liability for damage to any vehicle or contents left in vehicles parked in the Venue's car park or grounds.

13. The Hirer is responsible for adhering to any licences in connection with the booking of the Hall. All alcohol and other drinks to be consumed on the premises are to be purchased from the Community Association, unless prior agreement has been made on corkage fees

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14. The Hirer must arrange for the payment and/or reimbursement to the Association of any charges arising from the use of the Hall in respect of performing rights or copyright.
15. It is the responsibility of the Hirer to carry out an appropriate risk assessment in respect of the event and in accordance with Health and Safety legislation.
16. In accordance with Section 11 of the Children Act 2004 and The Care Act 2014 if an organisation or group is hiring the venue has a junior membership (under the age of 18) they must supply a copy of their Child Protection Policy.
17. Bouncy Castles are permitted in the Colston Hall or in the gardens only with proof of insurance and monitored at all times. The Association takes no responsibility or liability.

Use of the Hall

18. The Hall is a non-smoking site
19. Fire exits must not be blocked under any circumstances
20. All fire doors must be kept closed
21. Only equipment that has been electrically tested and bears the appropriate safety label on the plug/wire can be used in the Hall.
22. Temporary decorations may only be affixed to the timber railing at 2 metres from the floor. The use of Sellotape, blue tack and drawing is forbidden. All balloons to be removed from the venue.
23. All lighting should be switched off when not required or not in use.
24. The Colston Hall kitchen facilities are provided for Professional Catering Companies only, The Garden Room's kitchen can be used for food preparation.
25. All entertainment equipment will need to be with prior agreement ie foam machine, smoke machine, bouncy castles etc

Vacation of the Hall

25. The Hall must be left in a clean and tidy condition and the deposit paid will only be refunded in full within 14 days after the booking if the Association is satisfied that the Hall has been left in a clean and tidy condition and has been vacated at the agreed time.
26. All rubbish must be removed from the Hall at the end of the booking and disposed of by the Hirer. In the event that this condition is not adhered to, and the Association has to arrange the disposal of excess rubbish or waste, the costs incurred in relation to such disposal will be deducted from the deposit. If the costs exceed the deposit the Hirer will be responsible for the balance.
27. Glassware, paper and other recyclables should be removed for recycling.
28. Checklist on vacation of the Hall. Breach of one or more of the following may result in a deduction from the deposit:

The lighting must be switched off

All temporary decorations (including balloons) must be removed

NO TAPE OR BLUE TAC TO BE USED ON WALLS OR DOORS

The floors must be swept, and the Hall left clean and tidy

Rubbish must be removed by the Hirer

All doors and windows must be locked, and the Hall must be made secure.