

STOW PARK COMMUNITY CENTRE

TERMS & CONDITIONS OF HIRE (Updated 1st Nov 2022)

Agreements with the Trustees of Stow Park Community Centre for the hire of Stow Park Community Centre or any part thereof are subject to these Terms and Conditions of Hire.

Undertaking of the Hirer

The Hirer undertakes to understand the Terms and Conditions of Hire for the time being in force.

Supervision by the Hirer

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

Responsibility of the Hirer

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

- Ensuring that the premises are kept secure (it is recommended that the front door is locked once your party has arrived, or a doorkeeper is posted)
- Supervision of the use of the premises and the care of its fabric and contents.
- Ensuring that the hire does not disrupt the use of any other room hired by others.
- Ensuring that the premises (including foyer, kitchen, kitchen appliances and toilets, as appropriate) are left clean and tidy, with all rubbish taken away at the end of the hire. Hirers will be invoiced for any cleaning not completed to sufficient standard.
- Ensuring that all equipment, chairs and tables have been returned to their original positions (also clear of fire exit routes), the premises are cleared of people, all lights are switched off, PA and projector are switched off, all doors and windows are 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 brought into the building comply with Health and Safety guidance and, ensuring that any decorations used are not a fire hazard.
- Ensuring that any equipment or electrical appliances brought onto the premises and used there shall be certified safe, in good working order and used in a safe manner.
- Ensuring that no animals, except assist dogs, are brought into the building, without written permission of the Centre Manager.
- Ensuring that NO ANIMALS WHATSOEVER enter the kitchen at any time.
- Ensuring that the premises are vacated no later than 10pm
- Ensuring that no confetti is used in and around the building.
- Ensuring that no barbeques, LPG appliances or highly flammable substances are brought into the premises
- Ensuring that disturbance to neighbours in surrounding residential properties is minimised.
- Ensuring that appropriate public liability insurance is in force for activities undertaken.

Bookings which may be refused

The Centre Manager, on behalf of the trustees, has the right to refuse any booking for whatever reason, including concern over potential noise levels and other nuisances, especially to neighbours.

If a booking in one room involves children or vulnerable adults, such that a safeguarding policy is required, the manager may refuse a booking in other rooms on safeguarding grounds.

One off Events/Irregular date bookings:

1. **Deposit & Confirmation of Booking**
 - a. £50 is required as a deposit on booking. The booking is not confirmed until the deposit has been paid.
 - b. The deposit will be returned within seven days of the event, less any deductions for cleaning, should the centre not be clean and tidy after the event.
2. **Cancellation Fees**
 - a. Loss of deposit, if cancelled more than one week before the event.
 - b. 100% of hire charge, if cancellation is less than one week before the event.
3. **Payment Terms**
 - a. Payment in full is required seven days prior to the event.

Weekly/Regular bookings:

1. When a new regular booking is made, a £50 deposit shall be charged. This will be deducted from the first invoice.

2. It is the responsibility of the hirer to inform the manager, at the beginning of the month, of any weeks when their group will not be meeting e.g., in school holidays. If cancellation is with less than 24 hours' notice, the hire charge will still be due.
3. Invoices will be issued monthly in advance and be due at the end of the month to which they refer.

Fire Regulations

The Hirer shall:

- Familiarise themselves with the 'Fire Action Notices' at each exit
- Prior to the start of any event, indicate the fire exits and Evacuation Meeting Place to those attending the event.
- Ensure that the Fire Brigade is called to any outbreak of fire, however slight, and details given to the Centre Manager (07413 150469).
- Ensure that all fire exits and routes to fire exits are always kept clear.
- Ensure that fire extinguishers and alarm call points are always free of obstructions.

The Evacuation Meeting Place is opposite the entrance to the car park in the entrance to Glenmore Residential Home. No person may re-enter the Hall without the permission of the Fire Brigade.

Use of Premises

The Hirer shall not: -

- sub-let or use the premises for any purpose other than that described in their booking.
- use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way
- use the premises for any non-Christian prayer or worship.
- do anything or bring onto the premises anything which may endanger the premises or render invalid any insurance policies in respect thereof
- allow the drinking of alcohol anywhere on the premises
- allow the use of drugs on the premises
- allow smoking 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 entrance to carpark must always be kept clear to allow easy access for emergency vehicles.

Music Licences

The Hirer is responsible for ensuring that they have an appropriate music licence (In general, private hire does not require any additional licence).

Compliance with legislation relating to children or vulnerable adults

For all bookings involving children or vulnerable adults, except private parties where the Hirer is a family member, the Hirer is required to have their own safeguarding policy and must ensure that those who work with young people or vulnerable adults hold a current DBS certificate.

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.

Insurance

The Hirer is responsible for ensuring that any third party, such as a 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. If the Hirer is operating as a business, they are responsible for ensuring that they have relevant and appropriate insurance, which shall include public liability insurance.

Accidents and Dangerous Occurrences

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

Any failure of equipment belonging to the Centre should also be reported as soon as possible.

Public Health

The Hirer is responsible for conforming to all Public Health legislation and guidance that relates to the control of viral pandemics or diseases such as Covid-19 and to take reasonable precautions to stop their spread.