

Brixworth Community Centre

Spratton Road

Standard Conditions of Hire

All hirers must sign this agreement as their acceptance and return to the Centre Manager.

The Centre is not licensed for Public Entertainment. As such, public concerts, plays and dances are not permitted.

For the purposes of these conditions, the term 'Hirer' shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

1. The Hirer will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents, their care safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. The Hirer shall comply with all relevant Health and Safety Regulations and is responsible for their enforcement.
2. The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor to do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission.
3. The Hirer shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor. Hirers playing music must have the proper licences in place including those obtained from the Performing Rights Society and PPL.
4. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
5. In accordance with the law this is a no smoking building.
6. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, the Local Magistrates Court, the Local Authority or otherwise. Where the provisions of the Children and Young Persons Act apply, all appropriate policies and procedures shall be followed by the hirer. This particularly applies to the appropriate supervision of young people.
7. The Hirer shall obtain permission from the Centre Manager if preparing, serving or selling food or drink and observe all relevant food health and hygiene legislation and regulations. There is no kitchen available for hire, although 'The Olive Branch' Coffee Shop may be willing to provide refreshments if arrangements are made with the Shop Manager in advance. **The premises must be left in a clean and tidy state with all refuse removed and disposed of.**

8. The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety.
9. The Hirer shall indemnify the Community Centre Trust for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring
10. If the Hirer wishes to cancel the booking before the date of the event and the Trust is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Trust.
11. The Hirer shall ensure that the minimum of noise is made on arrival and departure.
12. The Hirer shall ensure that the floor is left clean, if necessary using the broom, dustpan and brush provided. All tables and chairs must be returned to the storage area unless agreed otherwise with the Centre Manager.
13. The Hirer shall be granted 30 minutes either side of hiring hours, jointly with other hires, to set up and clear away, unless agreed otherwise with the Centre Manager.
14. The Hirer shall be responsible for security of the building during the booking and for appropriate arrangements at the conclusion of the hire.
15. Fees and Charges are those as agreed by the Community Centre Trust. Those seeking a charity discount should provide proof of the charitable status. (i.e. Charity Number)
16. Hirers must have in place their own insurance arrangements for public liability.
17. Payment for the hire of the Community Centre must be cashless. The account for paying via BACS is Nat West Account 18101100 Sort Code 54-10-53.
18. To protect the multi-use floor, stiletto heels are not allowed to be worn in the hall.
19. The ladder giving access to the storage area must only be used by persons aged 18 or over. The use of this area is subject to agreement with the Centre Manager.

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Agreement

To be signed by the Hirer

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

1. The Hirer acknowledges that they have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Location of the first aid box.

2. In advance of any activity, whether regulated entertainment or not, the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used for instant free public exit.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.

Signed.....

Print Name.....

- Risk assessment to be attached in accordance 18 (if applicable)