



Room Hire Booking form & Agreement

Name	Phone
Address	Email
Post Code	

Booking Information

Type of Event:

Is this a one-off booking or a regular booking? Please specify:

*One off bookings are required to pay a £20 non-refundable deposit to secure the booking

Rooms Required Main Hall Conservatory Meeting Room
Please circle required room

Date of Booking

Start Time

End Time

*15 mins will be allocated at the end of your booking free of charge for you to clean & sanitise the area you have used.

Total Cost for Booking: £

Deposit Paid YES – NO – N/A Amount £

Balance to be paid by:

Declaration:
 I confirm that I have read and fully understand the rules governing the hire of the community centre, conditions of hire and fire safety regulations of the centre. I agree to take full responsibility for ensuring full compliance with the rules and conditions that apply to my event.

Signed by Hirer:

Print Name:

Signed by Management:

Date:



RULES GOVERNING THE HIRE OF HARTSHILL COMMUNITY CENTRE

Use of the Community Centre and its facilities is subject to the following rules

1. EQUAL OPPORTUNITIES

The Community Centre shall be open to all members of the community regardless of race, nationality, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

3. APPLYING TO USE THE CENTRE

- Application for use of the Centre shall be made to the Parish Clerk.
- The right to refuse any application for the use of Centre facilities is reserved to Hartshill Parish Council acting through the Parish Clerk. Hartshill Parish Council may refuse an application to use the Centre's facilities if the use by a particular association or individual presents a risk of public disorder unlawful conduct or of alienating the Local Community. In the circumstances of doubt, the Clerk shall report the matter to Hartshill Parish Council and shall not confirm the booking without the agreement of the Parish Council.
- All arrangements for the use of Centre facilities are subject to Hartshill Parish Council reserving the right to cancel the booking when the premises are rendered unfit for the intended use.

4. HOURS OF OPENING

To be arranged with the Clerk.

Children's Birthday Parties are strictly limited to 2 hours with 15 minutes before & after permitted for sanitising and cleaning the space.

5. SAFETY REQUIREMENTS

All conditions attached to the granting of the Centre's Public Entertainment Licence, stage play or other licences shall be strictly observed and the Hirer shall comply with all conditions and regulations made in respect of the Premises by the Fire Authority, Local Authority and the local Magistrates Court or otherwise. Nothing shall be done which will endanger the users of the building or invalidate the policies of insurance relating to it and to its contents. In particular:

- Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public egress.
- All groups are expected to co-operate in the fire drills which are arranged at varying times in order to familiarize users with evacuation procedures.
- The emergency lighting supply must be turned on during the whole time the premises are occupied and must illuminate all exit signs and routes.
- Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose.
- The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Centre Manager.
- Performances involving danger to the public shall not be given.
- Highly flammable substances shall not be brought into or used in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, etc.) shall be undertaken or erected without the consent of Hartshill Parish Council.
- No unauthorized heating appliances shall be used on the premises.
- Each group using the premises is required to make its own first aid arrangements, and accidents must be recorded in the Accident Book which can be located in the Kitchen.
- All electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989 or any other subsequent legislation or regulations. Hartshill Parish Council



disclaims all responsibility for all claims and costs arising from the use of any such equipment that does not so comply.

6. SUPERVISION

The hirer or person in charge of an activity shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activity. He/she shall not be engaged in any duties which prevent him/her from exercising general supervision.

When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of three persons, none of whom shall be less than 18 years of age, on duty where under 100 persons are attending the entertainment. The number of adult attendants required is increased in the following circumstances.

- Where more than 100 people are present - four
- When the majority of those present at the entertainment are less than 16 years of age, and when many people with disabilities are expected to attend, the number of adult supervisors required will be increased. As a guideline, there should be at least 1 person over the age of 18 years for every 20 persons under 16 years.

7. SAFETY OF VULNERABLE PEOPLE

No activities or groups involving either young children under eight years of age or vulnerable adults will be permitted on the premises except with the written agreement of Hartshill Parish Council which will require that the relevant provisions of the Children Act 1989 or any other subsequent legislation or regulations and any conditions required by the Social Services Department are complied with before giving such permission. In the case of affiliated groups or outside hirers, it is the responsibility of the organisers of the activities concerned to ensure that only fit and proper persons have access to young children, and vulnerable adults and that such persons shall at all times be in attendance upon young children who are on the premises for the activities concerned.

8. SUPPLY OF FOOD AND DRINK

It is intended that the centre will be registered as a "Food Premises", enabling food to be prepared on the premises.

9. INTOXICATING LIQUOR

No intoxicating liquors are permitted to be sold on any part of the premises, without the Hirer obtaining the appropriate license.

10. MUSIC IN THE CENTRE

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 of the Public Entertainment/Stage Play Licence relating to management and supervision of the premises are met. The hirer must not infringe any copyright or performing rights. Copies must be obtained of any Licence/s to use sound/film recordings (e.g. records, tapes, CD's, DVD's etc.) where music/film is shown as part of any event. Copies of Licence/s are also required for the performance of a dramatic or musical work or other presentation (which could include the public delivery of a lecture). Hirers are warned that the use of 'home produced' tapes or other recordings is illegal. It is the responsibility of any independent user group which uses recorded music in its activities to check if it requires a licence from PPL, and, if so to obtain one.



11. BETTING, GAMING AND LOTTERIES

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or associations responsible for functions held in the centre premises shall ensure that the requirements of the relevant legislation are strictly observed.

12. STAGE PLAYS

The Centre Manager must be given at least eight weeks' notice of a play production, so that the appropriate licence may be obtained from the Local Council, which itself requires three weeks' notice

13. STORAGE

The permission of the Centre Manager must be obtained before goods or equipment are left or stored at the Community Centre, except that the Centre Manager is authorised to grant permission for the overnight storage of goods and equipment brought to the Centre for a particular function or event.

14. LOSS OF PROPERTY

Hartshill Parish Council cannot accept responsibility for damage to, or the loss or theft of, centre users' property and effects.

15. CAR PARKING

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the centre. Where parking accommodation is provided and available, this must be used, and in any case users of the centre should avoid undue noise on arrival and departure.

16. NUISANCE

- Litter/cigarette ends and chewing gum shall not be left in or about the Centre premises.
- Only trained guide-dogs for the blind and hearing dogs shall only be permitted into the Centre.
- Hirers and organisers of events in the Community Centre are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and property.

17. CLEANING AND SECURITY

All users of centre premises and facilities is subject to the users accepting responsibility for returning furniture and equipment to their position, and for securing doors and windows of the premises as directed by the Centre Manager together with the returning of any keys issued. All users shall also leave the premises and surrounds in a clean and tidy condition, as directed by the Centre Manager.

18. INSURANCE

All children's entertainers, outside caterers, discos, live music acts/bands, must hold full and appropriate public liability insurance cover. You, as Hirer, MUST ensure that this is strictly applied.

Proof of Insurance will be requested

You, as Hirer, must also ensure that you hold full and appropriate insurance cover for your event, as described in this hire agreement.



CONDITIONS OF HIRE OF HARTSHILL COMMUNITY CENTRE

- All hire fees, storage charges and deposits must be paid at the time stipulated in the Hiring Agreement. No hiring will be booked, and the Hirer will have no right to use the rooms and facilities, until all payments have been made in full at the times stipulated.
- If the Hirer wishes to cancel the booking and Hartshill Parish Council is unable to conclude a replacement booking, the question of repayment of fees shall be at the discretion of Hartshill Parish Council.
- The Hirer shall, on making the booking, inform the Centre Manager of any requirements concerning the provision of refreshments or of kitchen facilities, and shall be responsible for any charges thereby incurred and the Hirer shall if preparing serving or selling food observe all relevant food health and hygiene legislation.
- If the Hirer is permitted to store equipment between sessions, it must be stored in such place and in such manner as indicated by the Centre Manager and only for as long as is permitted by Hartshill Parish Council. No article that is dangerous or unsuitable may be stored.
- Hartshill Parish Council accepts no responsibility for any stored equipment or other property brought onto or left on the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each session; otherwise, fees will be charged for each day or part of a day at the hire fee per session until the items are removed. The Hirer shall indemnify and keep Hartshill Parish Council or its employees or agents or Centre Manager and invitees indemnified against all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including storage of equipment) by the Hirer.
- Hartshill Parish Council may dispose of items brought onto the premises, by sale or otherwise, and on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and disposing of such items, in the following circumstances: failure by the Hirer to remove the equipment within 7 days after the hiring.
- The Hirer shall take out adequate insurance to cover the Hirer and members of the hirer's organisation and invitees against all claims arising as a result of the hire and, on demand, shall produce the policy or other evidence of cover to the Centre Manager. Failure to produce such policy and evidence of cover will render the hiring void and enable the Centre Manager to re-let the premises to another hirer.
- The Hirer must report all accidents involving injury to the public to the Centre Manager as soon as possible. Any failure of equipment either that belonging to the Centre or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or inquiry must be reported on a special form to the local authority. This is in accordance with the Reporting of Injuries, diseases and Dangerous Occurrences Regulations 1995 or any other subsequent legislation or regulations.
- The Hirer shall ensure that no animals (including birds) except guide dogs and hearing dogs are brought into the Centre, other than for a special event agreed to by Hartshill Parish Council. No animals whatsoever are to enter the kitchen at any time.
- No literary, dramatic, musical, film or video work shall be performed or shown at the premises without obtaining all necessary copyright licences and theatre, film, video and public entertainment licences. No such work shall be performed or shown without the prior approval of the Centre Manager and no alteration to the work shall be made after such approval.

The Hirer:

- Shall be responsible for obtaining any necessary approvals or licences in connection with the hire use of Premises other than those already held by Hartshill Parish Council and will comply with all conditions attaching to such approvals or licences, including those held by Hartshill



Parish Council, and will indemnify Hartshill Parish Council against all losses, costs, damages and expenses resulting from any failure to obtain such approvals or licences or from any failures to comply with the same.

- All such licences shall be produced to the Centre Manager before the commencement of the hiring.
- No alcohol shall be sold on any part of the premises.
- The Hirer shall, during the hiring, be responsible for: supervision of the premises.
- protection of the fabric and contents; safety from damage however slight; the behaviour of all persons using the premises, whatever their capacity; ensuring that persons leaving the premises during or following the hiring shall do so in an orderly manner and in such a way as not to cause nuisance or annoyance to owners or occupiers of nearby premises including proper supervision of car parking arrangements so as to avoid obstruction of the highway; and as directed by the Centre Manager, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents.
- The Hirer shall not use the premises for any purpose other than that permitted under the Hiring Agreement and will not, without obtaining the prior consent of the Centre Manager, use or enter the premises at any time other than those permitted under the Hiring
- The Hirer shall not assign the benefit of the Hiring Agreement. The Hirer shall not share the use of the premises with any other person or organisation other than a member or invitee of the Hirer permitted to use the premises under the Hiring Agreement.
- The Hirer shall not use the Premises or allow the Premises to be used for any unlawful purposes or in any unlawful way nor do anything or bring onto the Premises anything which may endanger the same or render invalid any insurance policies in respect thereof
- Hartshill Parish Council reserves the right to terminate forthwith any entertainment, activity or meeting permitted under the hire that is not properly conducted.
- No alterations or additions may be made to the premises, nor may any fixtures be installed, or placards, decorations or other articles be attached in any way to any part of the premises without approval of the Centre Manager. Any alterations, fixture, fitting or attachment shall at the discretion of the Centre Manager EITHER: Remain in the premises at the end of the Hiring and become the property of Hartshill Parish Council
- OR: Be removed by the Hirer who must make good to the satisfaction of the Centre Manager any damage caused to the premises by such removal.
- The Hirer shall be responsible for leaving the Premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise Hartshill Parish Council shall be at liberty to make an additional charge.
- The Hiring may be determined by notice given by the Centre Manager if: any fee, or deposit due under the Hiring Agreement is not paid on time; any of these conditions is not complied with by the Hirer; or in accordance with rule 3(c) (General Rules), in which case all fees (including any deposit) paid by the Hirer shall be refunded; but without prejudice to any claim by Hartshill Parish Council against the Hirer for non-payment of fees or non-compliance with these conditions.
- The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed; as shall be the organiser's name and address, and that any discounts offered are based only on manufacturers' Recommended Retail Prices.
- The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer and the Hirer acknowledges that no relationship of Landlord and Tenant exists between them.



Hartshill Community Centre, Church Rd, Hartshill, CV10 0LY

