

SAINT AIDAN'S COMMUNITY CENTRE

CONDITIONS OF HIRE. (REVISED JANUARY 2005)

**THE CENTRE IS A
NO SMOKING BUILDING.**

The following Conditions of Hire have been revised and brought up to date, and it is important that ALL users take time to read, understand and follow the Conditions.

It must be understood that volunteers who are drawn from the local community run the Community Centre for the local community, and the rates charged reflect this situation. In accepting these Conditions, the Hirer is not buying a service so much as partaking in a community endeavour.

All the Conditions listed herewith are important, but considering the Centre is a community facility, particular attention should be paid to the following.

1. HIRER
4. SUPPLIED EQUIPMENT
6. DISPOSAL OF RUBBISH
9. FIRE PRECAUTIONS
11. LEAVING THE BUILDING
14. DAMAGE.

The Management Committee hopes that all Hirers and the members of their groups will enjoy using the Centre, whilst at the same time respecting the facilities, and having due consideration for users who will follow them.

PLEASE LEAVE THE CENTRE AS YOU WOULD WISH TO FIND IT

1. HIRER.

2. The Hirer must be over 25 years of age and is responsible for the supervision of the premises, fabric and contents, for their care and safety from damage or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including the proper supervision of the car parking arrangements. Damages or any other breach of these Conditions of Hire must be reported to the Booking Secretary as soon as possible.
3. The premises must be left in a clean and safe condition. The hirer will be liable for any clean-up costs.
4. Serious and/or persistent breaches of these conditions may result in any further bookings being cancelled/refused.

2. ACCOMMODATION.

3. The Centre is a no smoking building and comprises a Main Hall, Club Room and Committee Room that may be hired as a whole or separately. The maximum capacities are:-

Whole building	250 (including staff)
Hall	155
Club Room	55
Committee Room	40

4. The Centre has a Public Entertainment Licence for music and dancing, and a Performing Rights Licence for which the following times apply:

Monday to Friday	09.00 to 01.00
Saturday	09.00 to 23.45
Sunday	12.00 to 22.30
5. The services of a Hypnotist for a form of public entertainment cannot be used without consulting the Local Authority Licensing Department at least 14 days prior to the event, which would be the Hirers responsibility.
6. The Hirer must limit any noise to an acceptable level, particularly after 23.00 hours. Under legislation relating to noise abatement, a prosecution can taken out against those who cause such a nuisance. This is the concern of the hirer and not the Management Committee, and any complaint and/or court proceedings will be the responsibility of the Hirer.
7. The Hirer shall not sub-let the premises or use them in any unlawful way, nor do anything or bring on to the premises anything that will endanger the same or put at risk any insurance policies in respect thereof. Intoxicating liquor must not be sold on the premises without written permission.

3.CHARGES.

- 3.1 Hire charges must be paid in advance. Bookings are not confirmed until the hire charge, or a deposit of at least 50% is paid and the Booking Form signed and returned.
4. If the Hirer cancels a booking before the date of the event, the question of payment or repayment of the fee is entirely at the discretion of the Management committee. If the hire Management Committee is unable to re-hire the hall, it reserves the right to retain 50% of the charge to cover administration costs.

4. SUPPLIED EQUIPMENT.

The only supplied equipment for general use is listed below; other equipment such as toys, piano, projection screen, etc., in the Centre is **NOT** for general use:

4.1 KITCHEN. Kitchen equipment, subject to availability, for use by the Hirer includes a water boiler, cooker and crockery. After use the crockery should be washed, dried and put away. If the cooker has been used it should be wiped clean. Hirers should provide their own linen, cutlery, detergent and waste bags. Instructions on the use of the boiler are affixed to the equipment. No solid waste is to be washed down the sink. Refer to Section No.6 on the Disposal of Rubbish. Before vacating the building the kitchen should be left clean and tidy.

4.2 CLEANING. Brushes and shovels will be found in the storeroom off the kitchen, together with a bucket and mop. The mop & bucket are to be used **ONLY** for cleaning the kitchen floor, if required. (See Section No. 7 on Care of Hall & Corridor Floors.)

4.3 FURNITURE. The normal location of items of furniture is as follows, all items should be returned to the stated location after use:

No.	ITEM	LOCATION
110	Plastic chairs with single hole in back (90 red & 20 blue)	Storage area off Main Hall
123	Blue/violet stacker chairs	Ditto
6	Grey edged (heavier) 6ft table	Ditto
1	Aluminium edged 6ft sq tables	Ditto
18	Aluminium edged 3ft sq tables	Ditto
1	Grey-edged (heavier) 3ft square table	Ditto
18	Charcoal-grey stacker chairs.	Stage
37	Red 'hole-in-back' stacker chairs.	Club Room
3	Blue 'hole-in-back' stacker chairs.	Ditto
2	Aluminium edged 3ft square tables.	Ditto
1	Grey-edged (heavier) 3ft square table	Ditto
23	Red solid-backed stacker chairs	Committee Room
5	Wooden-topped 6ft x 3ft tables	Ditto

4. SETTING OUT OF FURNITURE.

5. Hirers are responsible for arranging the furniture and returning it to its normal location afterwards. When the event is a jumble sale, tables used to display cast-off clothing must be covered.
6. The period for which the hall is hired includes any setting up time before, and clearing up after the event. Any exception to this rule must be obtained in advance from the Management Committee, via the Booking Secretary.

6. DISPOSAL OF RUBBISH.

7. Unconsumed food, containers and wrappings must be put into plastic sacks and put in the large refuse container situated outside the south door opposite the Royal George. Dry refuse sacks should also be put in this container. If the dustbin in the storeroom has been used, this too should be emptied into the large container. If cake trays, milk bottles and crates have been used, these should be taken away from the premises, and **not put in the large container**.
8. If the event is a jumble sale, or includes a white elephant stall, all remaining items should be removed from the premises.
9. Cleaning up operations should take place at the end of the function or as otherwise agreed with the Booking Secretary. The supply of plastic bags is the responsibility of the Hirer.

7. CARE OF THE HALL AND MAIN CORRIDOR FLOORS.

8. Due to the type of woodblock surfaces, users are not permitted to apply any treatment to the hall or corridor floors. This includes chalk; anti-slip; slip-stop; powder or any liquid - including water, etc., by sprinkler; mop; hand or any other form of applicator, without prior written approval from the Management Committee.
9. After use, the hall floor is to be swept clean. Under no circumstances is the floor to be mopped. If the function is to include activities that could result in spillage's, adequate coverings should first be placed over the floor.

8. HEATING.

9. A thermostat on the south wall of the Hall controls heating in the Main Hall. Hirers should turn this up (clockwise) to the required level at the start of their function. The setting should be between 16 and 18 °C (60 to 65 °F). They should ensure that it is turned down to its lowest setting before leaving the building.
10. Heating to radiators in other parts of the building are controlled by a timer and can not be altered. Their own control valves may control individual radiators. Hirers should leave these in a mid setting.

8. FIRE PRECAUTIONS.

9. In the event of a fire, the Hirer must take full responsibility for all those attending their function. The emergency doors must be kept clear of obstructions at all times. The main and Club Room corridors must also be kept clear at all times.
10. The Fire Brigade must be called to the outbreak of any fire. Details should be reported as soon as practicable to the Booking Secretary or any other member of the Management Committee: telephone numbers of committee members are listed on the notice board in the main corridor.
11. Highly flammable substances must not be brought into or used in any part of the building. No decorations of a combustible nature, e.g., polystyrene, cotton, wool, paper, etc., shall be erected without the written consent of the Management Committee. Naked flames are not permitted by the Fire Regulations.

8. FIRST AID.

There is a first aid kit along with an accident report book in the kitchen for the use of the hirer. If there is an accident, the Booking Secretary must be notified immediately.

9. LEAVING THE BUILDING.

On leaving the building the Hirer must ensure that all the curtains are open; all the windows closed; all the lights are switched off, including in the toilets; the heating thermostat in the Hall is turned down to its lowest level and all the outside doors are securely fastened and locked, and all water taps have been turned, and all gas jets on the cooker have been turned off.

The internal emergency lights will remain illuminated at all times.

10. CAR PARKING.

Hirers are requested to park their cars with consideration for local residents, using where possible designated car-parking places.

13. RESPONSIBILITY

14. The Management Committee does not accept responsibility for the loss or damage to any equipment or articles brought into the premises.

15. It is the Hirers responsibility to ensure that they have adequate insurance cover.

16. It is the Hirers responsibility to ensure that all the emergency doors operate correctly and the premises are safe for the function planned. Carrying out a full risk assessment would best do this.

14. DAMAGE.

14.1 The Hirer must notify the Booking Secretary of any damage or malfunction, whether noticed when entering the building, or however caused during the function.

14.2 The Management reserve the right to recover from the Hirer the cost of repair/replacement of any damage to any part of the property, equipment or contents of the building, which occurs during the period.

15. ADDITIONS, CHANGES OR REPAIRS TO THE BUILDING FABRIC.

Hirers will not make any changes, additions or carry out any repairs. Maintenance or repair problems must be reported to the Booking Secretary as soon as possible. Requests or suggestions for additions or alterations must be made to the Booking Secretary, Chairman, Secretary or Treasurer.

16. NOTICES.

16.1 Notices will only be placed on the notice boards provided. Notices, notes, visual aids and the like, must not be fixed to walls, doors or windows. Any notices, notes, etc., not complying with this requirement will be disposed of.

16.2 If hirers wish to post information relating to their activities, prior approval must be obtained in writing from the Management Committee. Such information must be removed as soon as they are no longer applicable.

17. STORAGE ALLOCATION.

The use of any space for storage of equipment must be agreed in advance with the Management Committee. Once space has been allocated, unauthorised expansion will not be allowed.

18. KEYS.

Arrangements for the collection and return of keys (including chairlift key if required) should be made with the Booking Secretary a few days before the function.

19. COMPLAINTS.

Should the Hirer be dissatisfied with conditions prevailing on entering the Centre, the matter should be reported in writing to the Booking Secretary.

20. FUND RAISING.

No person or organisation may fund raise on behalf of the Centre without written permission from the Management Committee.