



# Hale Community Centre Booking Terms & Conditions of Hire

**Thank you for choosing Hale Community Centre for your event. As a hirer, you have a number of responsibilities. Please study this document carefully and contact the Centre Manager (01252 722362) if you have any queries about your responsibilities.**

In these Terms and Conditions the following terms shall have the following meanings:

- **“Community Centre”** means the Hale Community Centre (formerly Sandy Hill Bungalow), Upper Hale Road, Farnham, Surrey GU9 0JH
- **“Management Committee”** means the Hale Community Centre Trust.
- **“The Premises”** means the Hale Community Centre and its surrounding grounds, which part or the whole may be considered in the hire.
- **“The Hirer”** means the person named on the Booking Form for the hire of the Community Centre.
- **“Booking Form”** means the booking form completed by the Hirer for the hire of facilities within the Community Centre and submitted to the Community Centre for its consideration.
- **“Function”** means the event to be held at the Community Centre by the Hirer throughout the period of hire.
- **“Charges”** means the charges payable by the Hirer to the Community Centre for the hire of its premises throughout the period of hire, as detailed in the confirmation email.

## 1. Privacy

The Community Centre takes the management and security of your personal information seriously and have appropriate controls in place to ensure it remains secure

Our General Privacy Notice explains when and why we collect personal information about people who visit our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

Copies of the Community Centre's Booking On-line Privacy Policy and General Privacy Notice are available to download from our website at [www.halecommunitycentre.org.uk](http://www.halecommunitycentre.org.uk).

## 2. Information and Responsibilities for Hirers

- 2.1 All bookings are subject to availability and acceptance on receipt of a completed booking form and deposit.
- 2.2 The Community Centre can only be used for social, recreational or educational activities.

- 2.3 Full details must be disclosed in respect of private functions to ensure all events meet our entry criteria.

### **3. Responsibilities**

- 3.1. The Hirer or their nominated adult representative must remain at the premises during the whole period of hire.
- 3.2. The Hirer is responsible for the effective supervision of the arrangements and activities in the Community Centre or on the premises during the period of hire, and for the prevention of antisocial behaviour so as to ensure that no nuisance or annoyance arises to the occupiers of adjoining premises.
- 3.3. The Hirer is responsible for any equipment they store in the Community Centre, ensuring it is in good repair and stored safely. Items no longer required, deemed beyond repair or unsafely stored should be removed by the Hirer.
- 3.4. Please leave the Community Centre clean and tidy and ensure that any waste food, drink and any other rubbish is removed.
- 3.5. If using the kitchen facility the Hirer must supply all refreshments and clear up.
- 3.6. Please wipe all tables, work surfaces and return tables and chairs to where you found them. Do not drag tables and chairs as this will damage the floor. The management committee may seek to recover from the hirer any additional amount to meet the cost of repairing any damage directly attributable to the hirer's use of the Community Centre.
- 3.7. The maximum number of people attending as specified on the booking form must not be exceeded.
- 3.8. No nails, screws or other fastenings shall be driven into the walls, floors ceilings or partitions without the permission of the Community Centre.
- 3.9. No loud music or noise is to be made that causes disturbance to neighbouring residents.
- 3.10. Alcohol must not be sold on the premises, but may be consumed at the discretion of the Management.
- 3.11. Any activities judged to promote or incite any form of discrimination will not be permitted.
- 3.12. No smoking is permitted in the building or anywhere on the site.

### **4. Safety**

- 4.1 Please note the Fire Regulations and Evacuation Procedures below.
- 4.2 In the event of a fire, the Community Centre should be evacuated in an orderly manner using the appropriate exits and the Fire Brigade called by dialling 999.
- 4.3 The assembly area is to the left of the building as you exit, beside the red and white car park barrier.
- 4.4 The location of the fire exits and fire extinguishers must be noted before the Community Centre is occupied and their location should be made known to your guests. An internal plan of the building is displayed in the entrance foyer.

## **5. Accidents**

- 5.1. A First Aid box is located in the kitchen beside the fridge freezer. All hirers have a duty of care towards their members or guests. It is important to nominate one person within your group to take responsibility in the event of an accident or emergency.
- 5.2. If an accident occurs, you or your nominated representative should fill out an accident report and also inform the Centre Manager, in writing, as soon as possible after the incident. Accident books are kept in the First Aid box in the kitchen.

## **6. Fire Regulations**

- 6.1 The Hirer is responsible in emergencies and for ensuring they are familiar with the instructions provided in the event of a fire.
- 6.2 Your attention is drawn to the fact that during the time in which you hire the Community Centre you are subject to the terms and conditions laid down by the Community Centre, and in addition you have a legal responsibility to abide by Health and Safety and Fire Regulations, the main points of which are set out below:
  - 6.2.1 All doors marked "Fire Exit" must be kept clear and free from obstruction at all times.
  - 6.2.2 Fire Doors should remain closed and not wedged open.
  - 6.2.3 Users must not carry out any activities which would increase the risk of fire.
  - 6.2.4 No substance of an inflammable, dangerous or noxious nature can be brought into the premises
  - 6.2.5 All users share responsibility for their own and others health and safety i.e. don't leave items where people might trip over them, if you spill liquid ensure that it is mopped up; ensure that children are supervised at all times etc.
  - 6.2.6 If you identify a potential hazard please report it to the Centre Manager as soon as possible.

## **7. Evacuation Procedure**

- 7.1 On hearing the alarm, leave the building by the nearest exit and report to the evacuation assembly point which is beside the red and white car parking barrier at the front of the building.
- 7.2 Wherever possible, group leaders should take their "register of attendees" with them in order to account for as many people as possible.
- 7.3 Do not delay your exit by collecting your personal belongings, leave the building immediately.
- 7.4 Do not re-enter the building until you have been told that it is safe to do so by either a member of the Community Centre staff or a member from the emergency services.
- 7.5 For room hire where no member of staff is on hand to help and advice, it is the responsibility of the hirer to ensure:
  - 7.5.1 There is a designated competent individual to lead in the event of an

emergency and deal with the evacuation and control of the group they are responsible for.

7.5.2 The designated competent individual is aware of the action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.

7.5.3 The designated competent individual is aware of the location and use of fire equipment.

7.6 All regular user groups are responsible for carrying out their own periodic fire drills, at least annually.

## **8. Damages, Recharges, etc**

8.1 The Community Centre does not accept any liability for loss or damage to personal items.

8.2 The Hirer will pay to the Community Centre on demand, the cost of reinstating or replacing any part of the building or surrounding property that is damaged, destroyed, stolen or removed during the period of hire, prior to or subsequent thereto if in relation to or by reason of the hiring.

8.3 The amount of the cost shall be certified by the Community Centre whose decision shall be final, unless the hirer can show before the commencement of the period of hire that any property of the Community Centre is damaged, such property shall be deemed to have been damaged at the commencement of the period of hire.

8.4 The individual or group booking the Community Centre will be responsible for ensuring the building is left in a clean and tidy condition. Any costs incurred by the Community Centre in this respect will be recharged to the Hirer.

## **9. Security and Public Access**

9.1 As the Hirer you are responsible for the security of the Community Centre and its contents throughout the period of your booking; this includes responsibility for control and restricting entry to the Community Centre. The public has no right of access during a hiring, so you should either lock the front door or ensure that they are manned at all times.

9.2 The Hirer is responsible for security of the building after use. This includes:

9.2.1 Switching off of heaters and computers.

9.2.2 Double checking all doors and windows are closed and locked securely (this is important due to insurance claims being paid out only on forcible entry. Any loss to the Community Centre due to failure of the building left unsecure, the Community Centre will look to reclaim the loss from the Hirer).

## **10. Cancellation of Booking**

10.1 To cancel or amend a booking a minimum of 7 days' notice must be given in writing via email to [halecommunitycentre@gmail.com](mailto:halecommunitycentre@gmail.com). The full hire cost will become due if the required notice is not given.

10.2 The Community Centre reserves the right to refuse any application as it may

deem fit and to cancel a letting by giving seven days notice, in writing to the Hirer. Upon such cancellation, the Community Centre will refund any monies paid in respect of the hire, but will not be responsible for any expenditure the Hirer incurs or becomes liable for.

## **11. Car Parking**

**There is no parking allowed anywhere in The Hale School area. All parking is on Upper Hale Road.** There are limited Staff parking places (4 including a disabled space) next to the building clearly marked which are available to hirers at weekends or at the discretion of the Centre Manager.

## **12. Electrical Equipment**

You are responsible for the condition and safe use of any portable electrical equipment that is used during your activities. The equipment must comply with the Electricity at Work regulations 1989 and should also be checked and certified annually.

## **13. Child Protection and Safety of Vulnerable People**

It is the responsibility of the hirer to ensure that all activities/events involving children or vulnerable adults comply with any relevant provisions and government guidelines, along with the Community Centre's policies: Safeguarding Children, Safeguarding Vulnerable Adults. These policies can be made available to hirers upon request. It is the responsibility of hirers to ensure that they have met their DBS (Disclosure and Barring Service) obligations if working with children and vulnerable adults.

## **14. Insurance**

- 14.1 Please ensure that you have the correct insurance in place. Your property and the property of your guests are not covered by The Community Centre's insurance; you need to make your own insurance arrangements. Public liability insurance may be covered by the Community Centre's policy if you are a non-commercial organisation.
- 14.2 Public liability for commercial hirers, established groups and organisations and individuals hiring the Community Centre for personal financial gain is not covered by the Community Centre's policy. A copy of your own public liability and/ or professional insurance arrangements must be provided to the Community Centre at least seven days before the start of the booking.
- 14.3 Where applicable, risk assessments must be received at least seven days before the event.

## **15. Regular Hirers**

Several regular hirers have their own keys to the Community Centre. It is therefore their responsibility to make sure the Community Centre is secure and lights have been turned off before setting the alarm and locking the building. There is a full checklist beside the alarm panel.