

COMMUNITY MEETING PLACE - DRAFT TERMS AND CONDITIONS OF HIRE REGULAR HIRERS

The definition of a regular hire is a hiring commitment of a minimum of ??? on the same day(s) of the week and at the same time(s) of the day.

The named hirer shall mean the person/organisation who is named on the booking form.

The premises shall mean all the areas agreed that form part of the hire.

Terms and Conditions

General

1. Booking times must include any time required for set up and clear away periods.
2. Invoices must be paid in full, by the payment date stated on the invoice.
3. Hall hire charges will be reviewed (**annually?**) and may change. The hire charge will be the charge that applies on the date of the hire.
4. Regular hirers that hire over (**6 months/Year?**), may be able to opt to pay the total annual charge in monthly payments?
5. A holding deposit will be required for all new hirers, on acceptance of a completed booking form. The booking will not be considered valid until the deposit is received (**need to decide on the deposit??**).
6. The holding deposit is payable, in addition to any hire charge. It is a deposit to reserve the space. It is a commitment to adhere to the Terms and Conditions of Hire ad to make payment for bookings on time.
7. Should invoices be unpaid, the hire will be cancelled and the deposit used to clean any outstanding amounts.
8. The deposit is refundable following (**6 months?**) of continued bookings, or earlier if the booking is cancelled and the account it up to date.
9. Terms and Conditions of Hire are reviewed (**annually?**) or when circumstances change. The current Terms and Conditions of Hire will always apply.
10. Regular hirers that wish to continue to hire space for more than a year, will be requested to complete a new booking form annually.
11. If hirers cancel an individual session, or reduce the timing of a booked session, full charges remain payable. Cancellation due to an emergency that is out of the hirer's control, WHCC will use discretion when discussing charges.
12. WHCC reserves the right to cancel any bookings immediately if Terms and Conditions of Hire are breached.
13. Planned closures may be required for maintenance or similar matters, No hiring charges will apply in these circumstances.
14. Closing times for regular indoor and outdoor hire is ????????? **Monday to Friday ??????**
15. **Regular hire on Saturdays or Sundays???? Possibly a church group on Sundays?**
16. **Bank holidays/public holidays – do we want to close or stay open?**
17. Hirers must leave the indoor and outdoor premises, clean, tidy and litter-free after each hire session. Equipment, tables and chairs must be cleaned and

- packed neatly away. Hirer's set up/cleaning times MUST be included in the hire period.
18. A cleaner will attend to mop floors, clean the kitchen and toilet areas. Hirers are liable for the cost of any heavy additional cleaning that is considered unreasonable and not caused by general wear and tear or usual activity.
 19. The hirer is liable for any damage or breakages that may occur during the hire period. All equipment (including tables, chairs and kitchen cutlery) can only be used within the facility/on the premises and MUST NOT be removed.
 20. Agreed storage will be reviewed (**annually?**) and **charged??** According to space available. All items brought into / left / stored at the premises are done so at the hirer's own risk and WHCC will not take any responsibility for any loss or damage to any such items.
 21. Hirers must not charge their visitors or guests for use of the car park.
 22. No alterations or additions shall be made to the premises without the consent of WHCC.
 23. No items, materials, chemicals that could cause a fire risk or potential damage or staining to floor, walls or grounds, can be used in the building or outdoor areas.
 24. No sticking tape of any kind shall be used on the flooring.

Health & Safety

25. WHCC are responsible for building insurance and building safety. Risk assessments for specific activities taking place in the premises are the responsibility of the named hirer and as such, the hirer needs to be satisfied that the space hired is safe and fit for purpose.
26. Any electrical equipment brought onto the premises must have passed a relevant PAT test and shall be fit for purpose. Permission must be sought from WHCC before any electrical equipment can be used. Any accidents resulting from equipment brought onto the premises are the responsibility of the hirer.
27. Any hazards identified within the premises must be reported to WHCC.
28. All organisations working with families and children must have safeguarding procedures and policies in place.
29. Hirers are responsible for ensuring their attendees behaviour is appropriate whilst on the premises.
30. Evacuation procedures are displayed in the building and must be adhered to.
31. Fire exits must not be obstructed. Fire fighting equipment must not be moved or used for any other purpose than in an emergency.
32. It is illegal to smoke inside the building or in close proximity to the building. This includes the use of electronic cigarettes and vapes.
33. No fireworks or hazardous liquid substances / items considered to be a safety risk are allowed on the premises.
34. Except for assistance dogs, no animals will be allowed on the premises unless agreed by WHCC.
35. An external defibrillator and bleed control kits is located on the wall outside the main entrance. These come with visual, written and verbal instructions, so in an emergency, they can be used by anyone and no training is required.

Insurance and Public Liability

36. The organisation's insurance certificates must be relevant and up to date and copies held by WHCC.
37. The hirer must ensure that they have adequate liability and contents insurance in place and items brought in and stored on the premises should only be those items necessary for use whilst running sessions on site.
38. The hirer must ensure compliance with all relevant legislation, in particular that relating to the sale and supply of alcohol.