

COMMUNITY MEETING PLACE - DRAFT TERMS AND CONDITIONS OF HIRE SINGLE/OCCASIONAL HIRERS

The definition of a single/occasional hire are bookings that are not using the premises on a regular day and time.

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. Provisional bookings will be held for **(7 days?)** from the date of enquiry. If a booking form or a deposit (if applicable) are not received within the agreed holding period, the provisional booking may be removed without further notice.
2. Booking times must include any time required for set up and clear away periods.
3. Invoices must be paid in full, by the payment date stated on the invoice.
4. 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.
5. All bookings by individuals require a refundable deposit payment. Deposits are payable up to a maximum of **(6 months?)** in advance – **do you want a limit?** The deposit must be paid within **(7 days?)** of the request to hire. Failure to pay within the given timescales will render the booking as forfeit and the times will be made available for alternative booking.
6. Written notice of a minimum of **(1 month ?????)** is required before a cancellation is accepted.
7. Deposits MAY NOT be refunded in cases of late cancellation **(less than 1 month??)**.
8. Where a deposit can be refunded, it will be returned within **(14 days?)** of the event.
9. Hire for teenage/young persons' celebrations may be accepted if the party is going to be a family function, or the adult/young person ratio is reasonable???
10. The named hirer on the booking form is responsible, accountable and liable for all guests and party/function associates' behaviour and for ensuring the Terms and Conditions of Hire are adhered to. Inappropriate behaviour, under-age drinking, taking of substances or any anti-social behaviour is not allowed on the premises.
11. The named hirer is responsible for checking in and monitoring entry of invited guests and associates of the function from start to finish of the hiring period. No uninvited guests or members of the public should be permitted to enter the premises if there are no other bookings for the premises and the staff have vacated the premises. The hirer will ensure that the total numbers of attendees does not exceed the building's capacity during the hire period.
12. The named hirer must ensure that someone is present within the building throughout the agreed hire period.
13. Hirers must leave the indoor and outdoor premises, clean, tidy and litter-free.

14. The hire includes the hire of tables and chairs but set up, cleaning and packing away in a neat and safe manner is the responsibility of the names hirer.
15. All furniture and any equipment belonging to WHCC can only be used within the premises and MUST NOT be removed.
16. Hirers must not charge anyone, including guests/visitors for use of the car park.
17. 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.
18. No sticking tape of any kind shall be used on the flooring.
19. The named hirer is responsible for clearing up and disposing of all rubbish. This includes rubbish from the premises car park and outdoor areas.
20. Names hirers may be liable for the cost of any additional cleaning needed following their hire. They are also liable for the any damage or breakages that may occur during the hire period.

Finishing Times, Vacating the Premises and Closures:

21. Named hirers, guests and event staff MUST have left the premises by the end of the hire period. Late exits may result in deposits being retained.
22. All music/dancing and singing must cease by ??????. At no time must these activities be carried out on the outside areas of the Centre.
23. Named hirers or their guests and associated must not congregate or loiter in the car park or cause annoyance/noise to nearby residents.

Health & Safety

24. WHCC are responsible for building insurance and building safety. General 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.
25. Permission must be sought from WHCC before any additional equipment is brought onto the premises. Electrical equipment must have passed a relevant PAT test and shall be fit for purpose. Any accidents resulting from equipment brought onto the premises are the responsibility of the named hirer. All additional items must be removed at the end of the hiring period.
26. Bouncy Castles/Inflatables MUST be hired from insured suppliers and the space available should be checked and assessed by the supplier as being appropriate for the equipment being hired.
27. The maximum number of people allowed inside the premises may vary depending on the activity taking place. For all booking, the maximum capacity must not be exceeded.
28. Children must be supervised at all times during the hire period. Children under the age of 5 are not permitted in the kitchen and children under the age of 16 are only permitted in the kitchen if accompanied by an adult.
29. Any hazards identified within the premises must be reported to WHCC.
30. Fire safety notices and evacuation procedures are displayed in the building and MUST be adhered to by all guests and associates.
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. If the fire alarm is activated because of breaches in terms and conditions of hire, any emergency call out fees or related costs will be charged to the named hirer.
35. No outdoor BBQ's allowed.
36. Except for assistance dogs, no animals will be allowed on the premises unless agreed by WHCC.
37. 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.
38. WHCC reserves the right to close the premises at any time for emergencies or periodic maintenance or if the safety of hirers, staff or the general public is compromised by staying open.

Insurance and Public Liability

39. The named hirer MUST ensure that suppliers of catering, decorating items, equipment and entertainment hold relevant licences and insurance. WHCC accepts no responsibility for food equipment, or services organised by or brought onto the premises by the named hirer or associates. Copies of public liability certificates must be provided to WHCC Prior to the event.
40. The hirer must ensure compliance with all relevant legislation, in particular that relating to the sale and supply of alcohol. A temporary event notice may need to be applied for by the named hirer and a license must be obtained if alcohol is being sold at the event. The license must be displayed throughout the event and a copy must be forwarded to WHCC prior to the event date. Failure to do so will result in the event being cancelled.
41. An alcohol license is not required if alcohol is brought onto the premises for consumption at private functions, where no selling of alcohol takes place.
42. If alcohol is present on the premises, whether sold or not, the named hirer is responsible for monitoring consumption and behaviour of guests whilst on the premises.