



## CONDITIONS OF HALL HIRE

KELSEY CLOSE, TITCHFIELD COMMON, FAREHAM, PO15  
4NR

Tel: 01489 480023 or 07932 874984

Registered Charity No: 293767

### Conditions of Hall Hire

The Management of the Community Centre is vested in the General Committee of the Community Association, whose powers and composition are defined in its constitution. Under provisions of the constitution the General Committee is empowered to make rules or withdraw or amend said rules.

For the purpose of these conditions, the term Committee shall mean the Abshot Community Centre Committee. The term Hirer refers to an individual hirer or, where an organisation is hiring the Hall or Alen Lounge the authorised representative. The Hirer is responsible for ensuring compliance with these terms and conditions.

### Hall Hire

These conditions prohibit the hire of the hall to anyone under the age of 18. Anyone making a booking on behalf of someone under 18 must be aware of the responsibilities for which they will be liable.

We do not accept bookings for 16 year old to 20 year old birthday parties.

The Committee reserves the right to refuse any application received for the hire of the Hall if it is thought to be unsuitable for the venue (for example, large parties for teenagers).

The (refundable) deposit for hall hire is £50.00 is payable by cash or cheque prior to the day of your hall hire. A total refund of the deposit will be returned to the Hirer once the hall has been inspected by a member of the staff and is deemed that no damage has been done to the premises and all areas have been left in a clean and tidy condition, no rules of hire broken and no nuisance has been caused.

The access for the Hall will be given to the Hirer by the Bookings Secretary, or other staff on the premises at the time. If we have issued a key you will need to return the key to a staff member at the end of your event. Failure to comply with this condition may result in an additional charge being made to the Hirer by the Committee.

### Payment

Bookings will only be confirmed upon receipt of full payment of the hire fee, by delaying payment by 3 days of booking you run the risk of losing your provisional booking and it being offered to someone else.

Preferably, payments should be made by BACS transfer using the details on the invoice. If this is not possible, then we will accept cheques made payable to "Abshot Community Association" we do not accept cash payments. Any queries with regards to charges must be raised within seven days of payment.

### Cancellation

Cancellation of a booking by a Hirer must be made to the Committee's Bookings Secretary and will only be effective once confirmed by them. The cancellation will be effective from the day of receipt of such notice. If the Hirer needs to cancel a booking, for whatever reason, they will then become liable to pay a cancellation fee as follows:

- 12 weeks prior to event - Full refund
- 8 to 12 weeks prior to event - 70% refund

- 4 to 8 weeks prior to event - 50% refund
- 2 to 4 weeks prior to event - 10% refund
- Less than 2 weeks - no refund

The Committee reserves the right to cancel this hiring by written notice to the Hirer in the event of:

1. The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
2. The Committee reasonably considers that a breach of licensing conditions, legal or statutory requirements or unlawful or unsuitable activities will take place at the premises as a result of this hiring.
3. The premises becoming unfit for the use intended by the Hirer.

In cases of cancellation by the Committee, the Hirer shall be entitled to full reimbursement, by cheque or online transfer, of such monies previously paid by the Hirer. The Committee shall not be liable to meet any other costs or make any further payment to the Hirer.

## Supervision

The Hirer must be over the age of 21 and present during the event. During the period of the hiring, the Hirer is responsible for the supervision of the premises and the care of its fabric and contents, to ensure safety from damage. The Hirer is also responsible for the supervision of the behaviour of all persons using the premises during the event. Children under the age of 14 must be supervised at all times within the building in accordance with the Children's Act 1989.

## Use of Premises

The Hirer is responsible for ensuring that the premises are only used for the purpose described in the booking agreement and may not sub-hire or allow the premises to be used for any unlawful purpose.

Fareham Borough Council owns the open spaces around the Community Centre. Use of them for any activity requires permission of FBC. If the open space is required please contact the Booking Secretary with a view to obtaining a license from FBC.

When the premises are used for the purposes of public entertainment, there must be a minimum of 2 persons supervising for up to 100 people and 3 if there are up to 150 people. The maximum capacity for the main hall is 150, maximum of 50 persons are permitted for sporting activities including helpers/performers. These numbers MUST NOT be exceeded.

Cars MUST NOT be parked to cause obstruction at the entrance to, or exits from the community centre. Abshot Community Association will not accept liability for any damage to cars parked within the parking facilities provided. Cars left overnight would be at the owners risk.

## Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on the premises in contravention of the laws relating to gaming, betting or lotteries.

## Food Health and Hygiene

If preparing, serving or selling food, the Hirer should ensure that all relevant Food Health and Hygiene regulations are observed. Children are not permitted in the kitchen and particular care should be taken when using any kitchen or cooking equipment. All food is to be removed at the end of the hire period by the Hirer.

Please ensure all electrical equipment is switched off at the end of the event.

## Equipment Brought into the Hall

The Hirer is responsible for ensuring that any electrical, or other equipment brought on to the premises is in good working order and used in a safe manner. The Committee reserves the right to examine the required safety certification of any such electrical appliances or equipment.

If you require a Bouncy Castle for your event, it is the Hirers responsibility to ensure the relevant indemnity insurance is in place, Abshot Community Association will not accept any liability.

## Child Protection

The Hirer is responsible for ensuring that any activities that include children comply with the provisions of the Children's Act 1989 and all subsequent legislation, and that only fit and proper persons have access to the children and that there are appropriate numbers to supervise them.

## Animals

No animals, except guide or assistance dogs, may be brought into the Hall without the permission of the Committee. No animals are to enter the kitchen at any time.

## Sale of Goods

The Hirer must, if selling goods on the premises, comply with Fair Trading Laws and any Code of Practice used in connection with such sales.

## The Right to Enter

The Committee has the right to enter the Hall at any time in order to ensure that the conditions of hire are being met appropriately.

## Rights of Hire

The agreement to hire constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

## End of Hire Period

The Hirer is responsible for leaving the premises and surrounding area in the same clean and tidy condition at the end of their hire as it was at the start. Even if you have paid an additional charge for cleaning (mandatory for wedding receptions and other large parties), please leave the premises tidy. All windows and doors should be properly locked and secured unless directed otherwise and any equipment temporarily removed from its usual storage position should be properly replaced. All surfaces should be cleaned of any spilled liquids and floors should be swept. All rubbish should be put into the appropriate refuse and recycling bins outside the Hall, and any surplus bags of rubbish should be removed from the premises by the Hirer. Failure to comply with these conditions may result in an additional charge being made by the Committee (or retention of the deposit).

## Alcohol

The Abshot Community Centre has two bars, one directly available for hire solely connect to the hall, therefore no alcohol maybe brought onto the premises.

Bar staff are entitled to request photographic ID in the form of passport, driving license or other recognised proof of ID for any person suspected being under the age of 18 before being served alcohol. Any persons becoming unruly or incapable will not not be served further alcohol and be asked to leave the premises in line with the relevant licensing act.

No damage to local residents and/ or their property will be tolerated and will result with the immediate cancellation of your event.

## Smoking/ Vaping

This is strictly forbidden within the building. Please ensure that smokers attending your event use the external ashtrays provided at the entrance to the Community Centre.

## Noise

Music at your event must cease by 11pm. The hall has a noise monitoring and governing system that is set to 95Db, any noise above this will cut the power to the music being played. Any attempt to bypass this system will result in the cancellation of your event. Please also ensure that people outside are not making excessive noise or causing a nuisance to our neighbours.

Amplified music (including bands) shall not be permitted outside except with prior written permission from the committee and permission from Fareham Borough Council.

## Fireworks and Chinese Lanterns

These are not permitted in any circumstances as they are a serious nuisance to the local residents and farming community.

## Safety

The Hirer must comply with all Health and Safety regulations made in respect of the premises. Nothing should be done that will endanger the safety of people or render invalid the insurance policies relating to the Hall or its contents.

First Aid is strictly the responsibility of the person(s) hiring the hall. The Abshot Community Centre does not provide First Aiders, however we do have several First Aid boxes available. The Hirer must report any accidents involving serious injury to the public to a member of the Committee as soon as possible. If you need to use the defibrillator contact the Sovereign Bar for the code or ring 999 and they will give you the code.

Any failure of equipment belonging to the Hall must be reported immediately.

Highly flammable substances MUST NOT be brought into nor used in any part of the premises. No decorations of combustible nature will be used.

No unauthorised heating or electrical appliances will be used on the premises.

Ensure that you and your group become familiar with the location of the fire exits, evacuation alarms and fire extinguishers. In the event of a fire, your priority should be to evacuate everybody from the building and to summon the Emergency Services. Only use the fire extinguishers if the fire is small and you are confident in your abilities. The Fire Brigade must be called to any fire outbreak, however slight and Abshot Community Association notified as soon as reasonably practical. Keep the fire exits clear at all times, obstructions must not be placed in passageways or exits, including emergency exits. Emergency exits must be available for free public egress.

Fire fighting equipment must be kept in its designated place and only to be used for its intended purpose.

Do not use candles in the hall without advance permission from the Bookings Secretary.

At no time will any Safety procedures be ignored or by-passed.

## Care for the Hall

No alterations or additions may be made to the premises nor may any fixtures be installed. Decorations such as birthday banners and balloons can be attached to the hall by using blue tack and not sellotape and removed at the end of your event.

Tables and Chairs are available in the Hall and you can have use of the stage if required, please give notice at time of booking. Please clean, stack and return all tables and chairs to where you found them after use. Please put the chairs into high stacks (12 chairs) and low stacks (6 children's chairs) and (12 tables) next to the stage.

Please do not allow your guests to flush sanitary products and nappies down the toilets (use the sanitary bins provided). Please ensure that the toilets are left in good condition at the end of your event.

Litter must not be left in or around the Community Centre.

## Accidents and Damage

The Committee reserves the right to make an additional charge, or retain the deposit paid, to meet the cost of replacement of any broken items, or reparation of the building. The Hirer must pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for any loss of contents. Any damage or breakages should be brought to the attention of the Committee as soon as possible.

## Personal Belongings

The Committee accepts no responsibility for any equipment or other personal property brought onto or left on the premises by the Hirer, and all liability for loss or damage is hereby excluded. All equipment and other property must be removed at the end of each hiring, or an additional booking fee will be charged to the Hirer. The Committee reserves the right to request the Hirer to remove their equipment at any time. Any items left or stored without permission of the Committee will be left at the owners risk.