

Terms and Conditions of hire

The Community Centre shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

The Hirer agrees with the committee to be present during the hiring and to perform the provisions and stipulations contained or referred to in the Committee's 'standard conditions of hire' for the time being in force (1)

The hirer agrees to not sell liquor on the premises and unless agree with the committee under special conditions of hire, will not have any intoxicating liquor on the premises.

If the committee agrees with special conditions of hire whereby intoxicating liquor can be on the premises the Hirer is responsible for all guests who consume liquor and agrees to keep noise to a minimum when vacating the premises.

The Hirer agrees that all doors and fire exits remain closed at all times. This is a condition imposed by Environmental Health as noise levels must be kept to a minimum due to the community centre being surrounded by a residential community.

All guests must remain inside the premises, as the parameter of the building belongs to The Grange primary school and the garden and its play equipment to Chasewell Playgroup, therefore the community centre is not authorised to use these areas.

The hirer agrees not to attach decorations to the walls, woodwork with sticky tape or pins. Only the use of blue tac is permitted. There must be no decorations or otherwise attached to the acoustic grey panels on the walls.

The hirer agrees to replace all chairs and tables where they were found at the end of their function. Do NOT drag tables and chairs across the floor, this will scratch the flooring and may impact on your damage deposit.

The hirer agrees to take all rubbish with them if it does not fit in the large green bin outside of the hall.

The hirer agrees to stick to the times agreed when using the hall.

It is hereby agreed that the standard conditions of hire attached hereto together with any special conditions of hire attached shall form part of the terms of the hiring agreement specifically excluded.

Cancellation for party bookings must be given one week before the event to secure a 50% refund and two weeks before the event to secure a 100% refund. If less than one weeks notice is given no refund is permitted.

Cancellations for regular hirers must be given 48 hours prior to the event. Termination of contract for regular bookings must be one months notice.

Provisional bookings will be held for 7 days only from date of enquiry. If a booking form and deposit are not received within 7 days, the provisional booking will be removed from the diary without further notice.

Block bookers hall hire charges will be invoiced monthly. Payment must be made within 7 days of the invoice date and can be paid by cash, cheque or BACs. Single booking hall hire charges should be paid at the time of booking or at least two weeks prior to the event.

In addition to the hire charge a returnable cash deposit of £50 must be made at the time of collecting keys for private functions (children's parties), to cover keys, later cancellations, or damages. REFUND OF ANY DEPOSIT IS AT THE DISCRETION OF THE MANAGEMENT COMMITTEE. DEPOSITS WILL NOT BE REFUNDED IN LEAVING A MESS, OR IF ANY DAMAGES OCCUR EXCEPT IN EXCEPTIONAL UNAVOIDABLE CIRCUMSTANCE AND AGREED BY THE COMMITTEE. DEPOSITS MAY ALSO BE KEPT IF HIRERS FAIL TO RETURN KEYS; OR HIRERS' OR THEIR GUESTS' BEHAVIOUR IS CONSIDERED UNREASONABLE AND IF TERMS AND CONDITIONS ARE NOT ADHERED TO.

*Please note; If you intend to use pre recorded music, the provider of this should be licensed with a public performance licence

** Bouncy castles should only be used via a company with the appropriate insurances