

CHOBHAM COMMUNITY CENTRE

Standard Conditions of Hire

In these conditions “the Committee” means the Chobham Community Centre Management committee acting on behalf of Chobham Parish Council. “The Hirer” means an individual acting on his/her own behalf or the organisation of which that person is an authorised representative.

THE HIRER SHALL:-

- 1. Use of premises:** not use the premises for any purpose other than that stated on the Booking Form/Hiring Agreement and shall not sublet the premises. The hirer accepts responsibility and is in charge during the period of occupation.
 - 2. Licences:** Be responsible for obtaining any licences that may be required for the purpose of the booking.
 - 3. Gaming Betting and Lotteries:** not allow anything to be done in contravention of the law relating to gaming betting or lotteries.
 - 4. Public Safety Compliance:** comply with all regulations made in respect of the premises by the Fire Authority and Local Authority as displayed on the Notice Board and at Fire Alarm Points.
 - 5. Health and Hygiene:** be responsible for observing the relevant food, health and hygiene regulations.
 - 6. Appliance Safety:** not allow any heating appliances to be brought onto the premises without the specific authority of the committee in writing and to ensure that any equipment, of whatever nature, brought onto the premises is safe, in good working order and is used in a safe manner.
 - 7. Accidents and Dangerous Occurrences:** report all accidents of whatever nature, or failure of any equipment, to the Manager (or in her absence the chairman) within 3 days of the event.
 - 8. Animals:** ensure that no animals other than service dogs are brought onto the premises. No animals are allowed in the kitchen.
 - 9. Children:** ensure that children are properly supervised and that only fit and proper persons have access to children and comply with the provisions of The Children's Act 1989 (as amended).
 - 10. Fly Posting:** not to carry out or allow to be carried out any fly posting that may lead to prosecution and shall indemnify the committee against any lost that they may incur as the result of any illegal fly posting.
 - 11. Cancellation:** in the case of cancellation by the hirer, be liable for the hiring fee if an acceptable replacement booking cannot be arranged and shall note that if on the day of the hiring the premises are required for use as a polling station, or an emergency centre, or the premises or any part of them are unfit for the purpose of the hiring, for whatever the reason or circumstances, the Committee shall refund any hiring fee or deposit that has been paid but shall not be liable for any consequential loss or damages.
 - 12. Refusal of Booking:** The Committee has the right to refuse to accept a booking or cancel a hiring agreement within 7 days of its completion.
 - 13. Noise:** ensure that the noise level within the premises does not exceed the permitted level, currently 92 decibels, and shall also ensure that there is a minimum amount of noise on arrival and departure, especially in the car park at night. Note that all external doors are to be kept closed during the period of hire.
 - 14. Capacity:** do not allow the capacity limits to be exceeded. The allowed capacity for each room is 2 people per square metre of clear floor space, that is the total floor area of any room less the area occupied by tables, chairs or any other equipment.
 - 15. Hours of opening:** not exceed the authorised hours of opening which are - Sunday to Thursday 08.00hr to 22.00hr. Friday and Saturday 08.00hr to 23.30hr.
 - 16. Dangerous or Flammable Substances:** not allow any performances which could be dangerous to the public and shall not bring on the premises any highly flammable or explosive substances or use any flammable material or decorations that have not been fire-resistant treated.
 - 17. Floor:** note that no preparations of any kind are to be applied to the floors.
 - 18. End of Hire:** at the end of the hire period be responsible for leaving the premises and the surrounding area in a clean and tidy condition. All tables and chairs must be returned to their storage locations and any contents moved from their original positions must be replaced. The premises must be left in a clean and tidy condition suitable for use by the next hirer.
 - 19. Insurance:** in the case of commercial hirers hiring the premises for gain have adequate liability insurance and the Letting Officer should be sent a copy of the insurance cover note at the time of the booking.
 - 20. Indemnity:** shall indemnify the Committee for the cost of repair or any damage done to any part of the premises, including the outside areas, or the contents which occurred as a result of the hiring. The hiree shall insure against any third party claims which may lie against the hirer whilst using the premises.
 - 21. Risk Assessment:** in the case of all commercial hirers, have prepared their own risk assessment in respect of their use of the premises.
 - 22. Attendants:** ensure that the required number of attendants are on duty, namely:-
 - a) Ensure there are enough attendants for children under the age of 16 or if many are disabled. The Local Authority can advise.
 - 23. Smoking:** ensure that the no smoking policy adopted by the Committee is enforced.
 - 24. Special Conditions of Hire:** If there are special conditions, please let the Manager know.
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