



# Gregson Lane Community Centre

*serving the communities of Coupee Green and Gregson Lane*

## Conditions of Hire

These standard conditions of hire apply to all hiring the Village Hall. If the Hirer is in any doubt as to the meaning of the following, please contact the Booking Secretary immediately on [gregsongreenhallhire@gmail.com](mailto:gregsongreenhallhire@gmail.com)

**THE HIRER:** The Hirer must be 21 years of age or older.

**DEPOSIT:** The damages deposit for adult parties is £100 (cash) is due at the time of booking or before the event takes place. Subject to any charges for breakages and/or damage and/or additional cleaning required the deposit will be returned in full to the Hirer within 28 days of the hire date.

**HIRE CHARGE:** Hire charges for a single event are payable at the time of booking or by the latest on the day of the event. Regular users will be invoiced monthly and should be paid within seven days of receipt.

**USE OF PREMISES:** The Hirer shall not use the premises for any purpose other than that described in this Hire Agreement and shall NOT sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol therein without the correct written permission.

**NB: The use of Bouncy Castles and similar forms of entertainment both inside and outside the Hall is strictly forbidden.**

**In particular the Hirer must comply with the following actions:**

- All equipment used, including tables and chairs, to be packed away safely and in the correct place at the end of the hire period.
- All breakages must be reported to the Committee.



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- Taps must be turned off in the kitchen and toilets.
- The cooker and water heater must be turned off after use.
- The fridges must be emptied of ALL food/drink unless prior arrangements have been made with the Committee, and the fridge switched off and the door left open.
- All lights, apart from the entrance hall must be switched off.
- Unless notified otherwise in advance, the Air conditioning system should be switched off at the end of the hire period.
- Any internal doors and cupboards previously locked must be relocked.
- The hall, toilet area and the kitchen (if used) must be left clean and tidy. Excess rubbish should be removed from site. ***Failure to comply may result in a cleaning charge being deducted from the deposit.***
- Prior to leaving the building all rooms including the toilet area must be checked to ensure windows are shut and locked and there is no one left in the building.
- Patio door shutters should be in the closed position and the fire doors locked.
- The security alarm should be activated prior to exit. (Code will be provided prior to hire or a member of staff will be present at the start and end of the hire period.
- A minimum of 15 minutes is allowed between consecutive bookings, please do not encroach on another hirer's session.
- The keys should be returned to the booking secretary after the event. (unless regular user group)



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**SUPERVISION:** Hirers are held responsible for adequate supervision of the premises and for use of the grounds by their own party during the period of hire and must ensure that fire exits and access to them are kept clear at all times. It is the responsibility of the Hirer (under the Children Act 2004) to ensure the safety of all children at all times at any event. There is also a responsibility to safeguard vulnerable adults. Hirers are responsible for the observance of the law regarding child protection, in particular that adults having continued and close contact with children or vulnerable adults should have undergone a DBS (Disclosure & Barring Service) check. A declaration form for such user groups should be signed and returned with the booking form to the Bookings Secretary.

Any incidents should be reported to the booking secretary or chair of the Charity.

**SMOKING:** The Hirer shall ensure that the Hirer's invitees comply with the prohibition of smoking in "Public Places Provision" of the Health Act 2006 and regulations made there under.

In particular, the Hirer shall ensure that a strict NO SMOKING POLICY inside the Hall is enforced. Any person in breach of this provision shall be asked to leave the premises immediately. Any smoking outside and in the immediate vicinity of the Hall is to be controlled by the Hirer, having regard to pollution and risk and any smoking debris shall be cleared away by the Hirer on completion of the period of hire.

**GAMING, BETTING AND LOTTERIES:** The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

**PUBLIC SAFETY COMPLIANCE:** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority and the Management Committee or otherwise in connection with any event, which constitutes regulated



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entertainment, at which alcohol is sold or provided or which is attended by children.

**MEANS OF ESCAPE:** All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. In advance of an entertainment or play, the Hirer shall check that all escape routes are free of obstructions and can be safely used and that no fire doors are wedged open: that exit signs are illuminated: that there are no obvious fire hazards on the premises.

**HEALTH AND HYGIENE:** Under the Food Safety Act 1990, it is the responsibility of persons providing food for any event held in the Hall to ensure that they are aware of and abide by the legal requirements. The Management Committee is not responsible for any food brought into the Hall.

**ELECTRICAL APPLIANCE SAFETY:** The Hirer shall ensure that any electrical equipment brought onto the premises and used there shall be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

**INDEMNITY:** By signing the completed Hiring Agreement, the Hirer indemnifies and keeps indemnified each Member of the Committee and the Committee's employees, volunteer's agents and invitees against:

(a) The cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises

(b) All claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the Storage of equipment) by the Hirer

(c) All claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer.



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When it is considered appropriate the Hirer shall take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against the Hirer's liability and all claims arising as a result of the Hiring and on request shall produce the policy and current receipt or other evidence of cover to the Booking Secretary. Failure to produce on request such policy and evidence of cover may render the hiring void and enable the Booking Secretary to rehire the premises to another Hirer.

**INSURANCE:** Any equipment used and/or stored at the hall is the responsibility of the hall user. Please ensure you have permission from the Committee to store any equipment in the hall. If there are any queries, please email the Bookings Secretary – [gregsongreenhallhire@gmail.com](mailto:gregsongreenhallhire@gmail.com)

**ACCIDENTS AND DANGEROUS SUBSTANCES:** The Hirer must report all accidents involving injury to the booking secretary as soon as possible and complete the relevant accident/incident form which can be found on the online booking site or in the folder in the cleaning store. The First Aid Kit and defibrillator can be found on the left as enter the cleaning store. If any help is needed to complete the necessary form, please contact the Booking Secretary or Chairman.

**HEATING:** The hall has air conditioning units that heat or cool the hall as required. The temperature will be set on a timer and cannot be adjusted without prior permission from The Management Committee. If regular users find the temperature set too hot or too cold, please inform the booking secretary so it can be adjusted.

**EXPLOSIVES AND FLAMMABLE SUBSTANCES:** The Hirer shall ensure that no highly flammable substances are brought into the hall and/or premises. No flammable decorations are to be used in the hall and/or premises, no decorations are to be placed near electric fittings.

**NOISE:** All music, live or recorded, must cease by 11.00 Monday to Friday and the premises vacated by 11.30pm. On a Friday, Saturday or Sunday all



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music live or recorded must cease by 12.00 and the premises vacated by 00.30. The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night, and is responsible for maintaining orderly behaviour both inside and outside the hall. Car door banging and loud conversation in the car park should be discouraged.

**SALE OF ALCOHOL:** It is a condition of hiring that alcohol will not be sold on the premises unless the Hirer has obtained the necessary permission from the committee, or the bar is being run by the charity.

**DRUNK AND DISORDERLY BEHAVIOUR AND THE SUPPLY OF ILLEGAL DRUGS:** The Hirer shall ensure that in order to avoid violent or criminal behaviour care should be taken with the consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in the immediate vicinity. Alcohol shall not be served to any person suspected of being drunk or any person suspected of being under the age of 25 without ID. Any person suspected of being drunk, disorderly, acting in a violent manner or under the influence of illegal drugs shall be asked to leave the premises immediately. No illegal drugs/substances may be brought onto the premises and if found the police will be notified, neither with the smoking of illegal drug substances outside the entrance door be accepted.

**COMPLIANCE OF CHILDREN'S ACT 2004:** The Hirer agrees to take such steps that are necessary to comply with the relevant Children's Act 2004 as they may apply in respect of the hiring and that a ratio of one adult supervisor to 10 children or better is maintained when multiple activities are involved.

**CANCELLATION:** The Management Committee reserves the right to cancel this hiring by written notice in the event of the premises being required for use as a Polling Station for a Parliamentary or Local Government Election or by-election. In the event of the hall being rendered unfit for use for which it has been hired the Management Committee shall not be liable for any



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resulting loss whatsoever. The Management Committee reserves the right to cancel any hire period by written notice to the Hirer.

In the event of a cancellation by the Hirer more than 60 days before a booking the Hirer will receive a 100% refund, if between 30 and 60 days a 50% refund, and if under 30 days no refund. However, should the hall be re-booked for another event on the same day a 100% refund will become due.

Should the Management Committee need to cancel a booking for whatever reason then a 100% refund becomes due to the Hirer.

**STORED EQUIPMENT:** The Management Committee accepts no responsibility for any stored equipment or other property brought on to or left at the premises overnight.

**NO ALTERATIONS:** No alterations or additions may be made to the premises, nor may any fixtures be installed, or placards, decorations or other articles be attached in any way to any part of the premises without written prior approval from the Management Committee. The Hirer shall ensure no bolts, tacks, screws, bits, pins, Sellotape, 'Blu-tack' or other like material are attached/driven or fixed into any part of the hall.

**ANIMALS:** The Hirer shall ensure that no animals except Guide Dogs/Disabled Dogs are brought into the premises other than with written prior approval from the Management Committee.

**FIRST AID AND FIRE FIGHTING EQUIPMENT:** The Hirer shall be aware of the location of First Aid Kits and Firefighting equipment.

**NO RIGHTS:** This Hire Agreement constitutes permission only to use the hall and confers no tenancy or other rights of occupation on the Hirer.



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**DAMAGE TO PROPERTY:** The Management Committee reserves the right to make reasonable charges for any damage to the property and/or contents incurred during the use of the hall as covered in the Hire Agreement.

**If the deposit does not cover these charges, then an additional invoice will be raised.**

## **WASTE**

Rubbish bags are provided.

**IMPORTANT!** Once the outside rubbish bin is full ALL additional rubbish including kitchen waste **MUST** be removed from the site by the Hirer at the end of the hire period. Failure to do so may result in the withholding of the deposit.

## **KEY COLLECTION**

The booking secretary will make arrangements re key collection/return.

## **HIRE CHARGES**

Hirers are advised that charges may be reviewed on 1st January annually. Hirings arranged before that date for events after that date will be charged at the rates applicable at the time of booking.

## **DISCLAIMER**

Gregson Green charity will not be liable in the event of any Gregson Lane Community Centre equipment failing in use; The Trustees undertake to repair or replace failed equipment as soon as practically possible but cannot be held responsible for any consequential liability.

If the Hirer is in any doubt as to the meaning of this document, the Booking Secretary should be consulted immediately.





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## **CHECKLIST FOR HIRERS OF GREGSON LANE COMMUNITY CENTRE**

In order that the Hall can be kept in good condition for all, would Hirers please do the following at the end of each hire:

1. Please ensure that the Hall floor is left in good condition (ready for the next user). Sweep or mop the floor to remove any crumbs etc. (Cleaning equipment will be found in the cleaning cupboard).
2. Make sure tables are clean before being put away, return the tables and chairs to the storage room.
3. Check that all taps in the toilet and kitchen area are turned off, make sure the toilets are clean, that the refrigerators are empty and clean if you have used them, and any cutlery or crockery etc. that you have used are washed, dried and put away.
4. Use the bin provided to dispose of rubbish any excess rubbish must be removed by the Hirer.
5. When you leave, check that all windows are closed, fire doors locked, shutters are down.
7. Turn off all hot water.
8. Switch off all the lights.
9. Set the alarm and lock the outer doors.
10. Return the key

**Your deposit will be forfeited if the Conditions of Hire have not been met.**

Thank you for your cooperation.