

KINGSBURY EPISCOPI COMMUNITY CENTRE

STANDARD TERMS and CONDITIONS of HIRE

The premises are managed by Kingsbury Community Centre Management Committee, a registered charity, number 1196832.

The premises are non-profit making, providing a service to the community, and rely on the co-operation of all users. The hire charge contributes to the running expenses and the general maintenance and improvements of the building.

The management committee's aim is for you to enjoy the facilities and to continue making good use of the premises.

(I) **Hire of the premises** is available by those aged 18 or over.

(II) **Hirers are expected to familiarise themselves with the facilities, exit routes and fire extinguisher locations diagrams, fire notice and "locking up" check list; displayed.**

(III) **Hiring of the facilities**

Can be done via our online booking system on our website
www.kingsburycommunitycentre.co.uk

(IV) **The Hirer will be responsible for :-**

- Maintaining good order and conduct on the premises at all times.
- Ensuring that the number of persons on the premises does not exceed the number stipulated on the booking form, in accordance with the fire regulations.
- Ensuring that access to and from FIRE EXITS is kept clear of any obstruction at all times.
- Ensuring that checks are made during the course of the hire period to ensure that general housekeeping standards are being maintained to reduce the likelihood of slip, trip or other incidents occurring
- Obtaining the consent of the Administrator before decorating the hall.
- Leaving the premises in the same state as they were found on entry. This includes:
 - Replace tables and chairs as found
 - Sweeping the floors
 - All rubbish and food waste to be taken away by the Hirer
 - Flushing the toilets and leaving them clean and tidy, including the removal of soiled nappies
- Kitchen to be left in a state of cleanliness, fit to be used by the next hirer. Please see kitchen instructions displayed in the kitchen by the light switch.
- Kitchen crockery, if used, to be cleaned and returned to its storage position.
- Kitchen is for food preparation and refreshments. It must not to be used for any other purpose or in such a way that it may generate a fire hazard

KINGSBURY EPISCOPI COMMUNITY CENTRE

- Checking that if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.
- Nothing is to be stuck or pinned to the walls.
- Smoking and the use of e-cigarettes is strictly forbidden on the premises. The patio is the designated smoking/vaping area only. Smoking/vaping in the main hall/shop entrance is strictly forbidden.
- Switching off all internal lights
- Any damage must be reported to the Booking Officer

(V) **Fire safety** – the “Regulatory Reform (Fire Safety) Order 2005”

Under this act Hirers are responsible for appointing their own “Responsible Person” to ensure that their activities are conducted in a safe way, from fire and to liaise with the Booking Officer in (III) above, if necessary. **We recommend that the location of fire exits, fire extinguishers and toilets be advised to all groups at the commencement of a session.** These are displayed on a floor plan in the entrance hall. A **First Aid box** and **accident book** is kept in the Kitchen on the shelf above the sink.

(VI) **Accidents** - ensure all accidents are recorded in the Accident Book located in the Kitchen and must be used to record all cuts, bumps, falls etc. as well as more serious accidents and near misses.

The important details to be recorded are:

- the name of the casualty
- the date, time and place that the incident/accident occurred
- the cause of the accident i.e. what happened
- a brief description of the injury (if any) sustained
- the first aid (or other) treatment administered and by whom
- whether or not medical assistance had to be sought from the Emergency Services
- the name of the person who dealt with the incident.

(VII) **Insurance**

The Community Centre insurance covers loss caused by fire, theft or storm damage only. Regular hirers are required to take out their own insurance cover for their activity and responsibilities.

For occasional private hire, the individual’s own household policy *may* provide cover and is the responsibility of the Hirer.

(VIII) **It must be clearly understood**

That the Hirer of these premises is personally responsible for adhering rigidly to conditions (IV) to (VIII) respectively.

KINGSBURY EPISCOPI COMMUNITY CENTRE

(IX) The Hirer

Will be responsible for reimbursing Kingsbury Community Centre for any damage incurred accidentally or otherwise to the building and its contents during the period of hire, no matter how or by whom committed, and additionally to include damage immediately prior to and after the period of hire, by those attending the event.

(X) Hire Fees

Are payable, in advance of the booking, to Kingsbury Community Centre.

(XI) Cancellation charge

If the booking is cancelled 2 days or more prior to the event the hire charge paid will be refunded. If the booking is cancelled less than 2 days of the booking taking place, any refund will be at the Management Committee's discretion

(XII) Car parking

Parking for parties and events is to the rear of the building via the service road to the left of the building

(XIII) Emergency Special Conditions

The Community Centre Management Committee have the right to close the Centre if there are safety concerns of any kind specifically but not limited to COVID-19. For example, if someone who has attended the Centre develops symptoms and thorough cleansing is required or in the event that public buildings are asked/required to close. If this is necessary, we will do our very best to inform you promptly and you will receive a full refund of any hire charge paid.

Data Protection

The Hirer's contact details will be held for a maximum period of 24 months for accounting/auditing purposes only. Those details will only be used for Community Centre hire and accounting purposes and will not be used for any other purpose or shared with any third party.

Due to Licensing Regulations and for security purposes the Community Centre has the benefit of continuous CCTV surveillance including three cameras located in the Hall.