

# Lower Penarth Community Association

## STANDARD CONDITIONS OF HIRE OF THE LOWER PENARTH COMMUNITY CENTRE

1. THE HIRER shall pay a deposit if requested. Such deposit shall normally be refundable at the discretion of the Community Association.
2. THE HIRER shall pay the balance of fees, and any bond due on or before, the stated date. Failure to do so may result in the cancellation of the booking. If the Hirer wishes to cancel the booking, and the Management Committee is unable to conclude a replacement booking, the question of the repayment of the fees (less the deposit) shall be at the discretion of the Community Association. In the event of the Community Association cancelling the booking for an unforeseeable reason, all fees (including the deposit) paid by the Hirer shall be refunded to them.
3. THE HIRER shall ensure that the General Rules governing the use of the Community Centre, as supplied to them, are complied with.
4. THE HIRER shall on making the booking, inform the Booking Secretary of their requirements.
5. THE HIRER shall, during the hiring, be responsible for supervision of the premises, protection of the fabric and contents, safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
6. THE HIRER shall be responsible for obtaining any necessary approvals or licences (including any liquor licence) in connection with the hire, other than those already held by the Community Association.
7. For any event for which a Premises Licence is required, the Hirer shall nominate one adult person to be responsible for all safety arrangements for the duration of the entertainment, and that person shall familiarise themselves with the action to be

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8. taken on discovering a fire, including the location of fire-fighting equipment, and the location of exits and escape routes from the premises.
9. THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against their organisation whilst using the Community Centre. (The Community Association is insured against any claims arising out of its own negligence).
10. THE HIRER Shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Act 2003, the Fire Authority, the Local Authority or otherwise.
11. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
12. THE HIRER shall indemnify the Community Association for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building during or as a result of a booking.
13. THE HIRER shall, if selling goods on the Centre premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address, and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.
14. THE HIRER shall ensure that the centre is FULLY VACATED by the time stipulated. Should the premises not be vacated on time the Community Association reserves the right to make an

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15. additional charge.
16. THE HIRER shall ensure that NO SMOKING takes place as it is against the law to smoke in Community Centre premises.
17. THE HIRER, shall ensure, on vacating the hall, that all waste and recycling is removed from the premises.

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