

MUSKHAM RURAL COMMUNITY CENTRE

CONDITIONS OF LETTING - updated March 2019

Principles:

- The centre exists for the benefit of our local community and the villages it serves..
- Our aim is provide community facilities for all ages.

Applications:

- All applications, for both regular and casual users must be made on the appropriate booking form, available from the Booking Secretary.
- Regular users must complete an application each year so they are aware of any changes to these Conditions of Letting.
- The precise purpose for which the premises are being used must be stated clearly.
- Applicants must be eighteen years of age or over.

Deposits and charges:

- A range of charges is made, covering village users, non-village users and regular users. Contracts may be negotiated on request.
- Separate charges are made for caravan rallies, footballer teams and field hire.
- A deposit of £20 is required from all casual users. £50 for large events
- Cheques must be made payable to 'North Muskhams Recreation Committee although we prefer to be paid by BACs using the hirers name and date of hire as reference.
- The hire charge includes use of chairs and tables and the kitchen facilities. It does not include equipment hire unless otherwise agreed. Use of white crockery and cutlery stored in main hall, table cloths and chair covers will incur additional charge.

Compliance with the law

- The Hirer must comply with all conditions and regulations made in respect of this venue by the Fire Authority. A copy of the centre's fire risk assessment is available on request.
- The Hirer shall ensure that any day care of children complies with the provisions of the Children's Act 1989.
- No part of the venue is to be used for an unlawful purpose or in an unlawful way.

Compliance with our Premises License

- No smoking at anytime, anywhere within the building. Bins are provided externally for cigarette rubbish.
- All music to be turned off by 11.30
- All doors and windows to be kept closed especially when music playing at events and parties

Condition of Premises – Damage and Decorations.

- The Hirer shall leave the venue and all things therein as clean, tidy and in good order as they were at the commencement of the hire period.
- Chairs should be returned to the store cupboards and left stacked in the configuration as shown on the instructions in the cupboard.
- An additional cleaning charge of £45 will be made if the hirer does not comply with the above regulation.

- The Hirer shall not cause or permit any person to drive any nails, screws or other fixings into wall or floors or into any furniture, soft furnishings or fittings or to do or permit to be done anything likely to cause damage.
- No notice, decorations, drapery or other item shall be affixed to any part of the premises or to furniture and fittings by adhesive tape, adhesive substance or staples unless prior written permission has been obtained.
- All exhibition stand construction shall be temporary and removable.
- The Committee reserve the right to remove any poster, emblem or decoration considered unsuitable or put up without permission.
- No ball games are permitted within the building.
- Only one bag of rubbish per hire maybe put in the MRCC bin. Any more than this should be taken home or be by permission of the booking secretary by prior agreement.

Environmental Recommendations

The committee encourages all hirers to:

- avoid disposable crockery and cutlery and use the washable crockery and cutlery available in the kitchen'
- separate and cans and glass from the rubbish and out them in the recycling banks in the car park'
- take any other recyclable materials home to put in their household collection (e.g. plastic bottles)'
- refrain from dropping any litter outside the building. It is the hirer's responsibility to make sure all rubbish generated by them is dealt with responsibly (including that from smokers).

Supervision of the premises and right of entry.

During the hire period the Hirer is responsible for:

1. The efficient supervision of the venue including
 - The effective control of children.
 - Ensuring only fit and proper persons have access to children.
 - The orderly and safe admission and departure of persons.
 - The orderly and safe evacuation of the venue in an emergency
2. The health and safety of persons at the venue.
3. Ensuring no obstruction is placed by doors or in corridors giving access to the venue. Fire exits must be kept unfastened and unobstructed.
4. Ensuring the venue is not damaged, however slightly.

Duly authorised members of the Committee or employees of the Committee may enter the premises at any time.

The playgroup garden off the small hall is out of bounds to everyone except the playgroup and out of school club.

Cancellations.

Cancellation by the Committee without return of letting charges.

The Committee may cancel a booking in whole or in part at any time without payment of compensation or refund if:

1. The booking form contains any omission, or false or misleading statements.
2. The Hirer is in breach of this agreement.
3. The Hirer has not attained the age of eighteen this agreement shall be void.

Cancellation by the Committee with return of hiring charges.

1. If the use of the venue is required in connection with general or local elections or national or local emergencies the Committee may cancel a hiring agreement.
2. In the event of this hire agreement being cancelled, the Committee shall not be held liable to the Hirer for any damages or loss sustained as a result of or in any way arising out of the cancellation other than the return of such hiring charges as shall have been paid by the Hirer.

Cancellation by the Hirer.

1. If this agreement is cancelled by the Hirer the following charges apply.
 - Cancellation under 2 weeks: - 100% of the hire charge
 - Cancellation between 2 and 4 weeks: - Deposit only.
 - Cancellation over 4 weeks: - full refund.

Damage to the property and fittings.

The Hirer shall pay the Committee on demand the cost of repairing or replacing any part of the premises or property whatsoever belonging to the Committee that has been damaged, destroyed, stolen or removed during the hire period.

Vacation of premises.

- The Hirer shall ensure that all persons attending the venue and any property therein shall be out of the venue by the conclusion of the hire period.
- The Hirer must ensure the building is left secure and that all lights are extinguished and windows closed. An emergency call out to secure the building or turn out lights will incur a charge of £10.
- We would request that any damage is reported to the Booking Secretary.

Liquor

- No excisable liquor is to be sold unless organised through the Committee.
- Written authority is required from the management committee for completion where permission is given to sell liquor.

Animals

- The Hirer shall ensure that no animals (including birds), except guide dogs are brought into the venue, unless agreed by the Committee. No animals whatsoever may enter the kitchen at any time.

Lighting and electrical equipment.

- Neither the Hirer nor any person at the venue with its implicit or explicit authority shall interfere with any electrical fixture or fitting.
- No electrical equipment will be permitted on the venue unless agreed in advance. The Hirer shall ensure that any electrical appliance brought onto the venue during the hire period shall be safe and in good working order.
- Regular and casual users must inform the Committee of all electrical equipment used and ensure that all appliances are PAT tested annually and in a serviceable and safe condition.

Hire of the Field.

- Hiring the field for sports activities includes the use of the changing facilities.
- Use of the showers is subject to an additional charge.
- Sports users must clean the changing areas after use using the equipment provided.

- During stage productions changing room facilities are not available. Access to toilets will be available.
- Vehicles are not allowed on the field unless permitted by the Committee.
- The exercising of dogs, horses or other animals is not permitted.
- The skate park and playground are managed by the Parish Council not MRCC
- No balloon or lantern launches from the MRCC field
- No drone use on the field

Booking Conditions for Caravans and Campers

All rally stewards will be provided contact details for their designated MRCC committee member who will be their main point of contact during their stay.

- Rally Organisers must ensure:
- All campers and caravaners should receive a copy of these booking conditions and agree to follow them
- All rallies will show they have a certificate of exemption issued by Natural England. More information in this can be received from ACCEO the Association of Caravan and Camping Exempted Organisations.
- In advance of the booking the rally must confirm with the booking secretary if any additional waste collection or portaloos are needed. These will be organised and paid for by the rally, not MRCC.
- Campervan/ Caravan/tent pitches should be marked out in advance of arrivals. All tents and caravans/campers must avoid the whole perimeter of the field leaving at least a 15 meter/ 50 feet gap. Campers should ascertain allocated pitches with the steward before erecting tents. The maximum number for the site is 90 tents and caravans. In football season the camp sites may also be asked to avoid the sports pitches. The MRCC designated person has the right to move anyone camped inappropriately.
- There should be no throwing of waste water or liquids into the field or the perimeter hedging. An Elsan point is provided by the container in the car park and should be open for the duration of your stay. If it is not open please ask camp steward for the key.
- Strictly no human toilet or washing activities on the field – changing room facilities in the MRCC building are provided 24hrs a day for this. It is the responsibility of the rally steward to make sure all campers have enough access to washing facilities this may require opening up the main hall for toilet access from early morning.
- Dogs should be kept under control at all times and not be allowed to wander away from the owner's camping area.
- All dogs should be exercised off site. There are dog waste bins along the riverside or it may be put in the large bins at the MRCC entrance gate (these are sometimes locked but will be unlocked at your request). Villagers are not allowed to exercise dogs on the field. Camper's dogs are allowed on site by dispensation of the North Muskham Parish Council.
- Any problems regarding hygiene, health or safety should be reported immediately to the camp steward and then onto MRCC designated committee member. Phone numbers are on the notice board in the entrance hall.
- Please be aware that the MRCC external doors to the field must be kept closed. This is stated on our licensing agreement from the Local Authority to control noise nuisance to neighbouring properties. The hall is air conditioned if the temperature is too warm in the hall. All visitors that go through an external door, please close it behind you. If you see an external door open, please shut it.

- Strictly no smoking inside the centre, this includes the changing rooms. Cigarette butts should not be discarded on the floor outside the building. Bins are provided.
- Vehicle movement on site should be for access and egress i.e. in and out of the campsite only. No motorised vehicles (including those with 2 wheels) should be driven around on the field.
- If the ground is wet and is being broken up then all vehicular movement must be stopped immediately. Consult the camp steward as exit from the site may need to be assisted or delayed until inclement weather has passed. Note the field exit by the container is the best one to use if the ground becomes sodden.
- Be considerate of our neighbours at all times. No music to be played externally to the building and if leaving the site early in the morning be aware that revving engines and doors slamming may disturb our neighbours. Anyone expecting to leave the site before 8am on a Sunday should consider moving their vehicle to the car park the evening before.
- The field area should be left clear of all camp items and litter. Please check all tent pegs have been removed as this poses a danger to our mower.