

Standard Conditions of Hire of the New Priestwood Community Centre – Regular Hirers

1. *THE HIRER* shall ensure that the General Rules governing the use of the Community Centre, as displayed in the Community Centre, are complied with.
2. *THE HIRER* shall, on making the booking, inform the Centre Manager of his/her requirements as to the need for kitchen facilities, and shall be responsible for any extra charges thereby incurred.
3. *The HIRER* shall be responsible for ensuring any decorations are agreed with the Centre Manager.
4. *The HIRER* shall ensure that all children are supervised at all times.
5. *THE HIRER* shall, during the period of hiring, be responsible for supervision of the premises (as prescribed in Rule 7), 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, if requested by the manager, be responsible for securing the Community Centre at the end of their hire. This includes closing all windows, closing all fire doors, closing all shutters and locking storage and front doors.
7. *THE HIRER* shall be responsible for making themselves aware of the fire alarms, exits and procedures and at the managers request agree to carry out one fire drill per year.
8. *THE HIRER* shall only store equipment in the cCommunity Centre if it has been agreed with the Manager and a storage fee has been agreed.
9. *THE HIRER* shall respect other hirers equipment and belongings at all times.
10. *THE HIRER* shall report any damage or malfunctioning equipment, heating or water to the Centre manager as soon as possible to ensure quick and efficient repair.
11. *THE HIRER* shall be responsible for paying all invoices upon receipt. Failure to pay when requested may result in *THE HIRER* being banned from using the Community Centre until full payment has been made.
12. *THE HIRER* shall be responsible for obtaining any licences necessary in connection with the booking, other than those already held by the Community Association.
13. *THE HIRER* shall be responsible for making arrangements to insure against any third party claims which may lie against his/her Association whilst using the Community Centre. (The Association is insured against any claims arising out of *its* own negligence.)
14. *THE HIRER* shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority in accordance with Rule 6, the Local Authority or otherwise.
15. *THE HIRER* shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything to bring on to the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
16. *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.
17. *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 of all the goods and services are prominently displayed, as shall be the organiser's name and address, and that any discounts offered are based only on Manufacturer's Recommended Retail Prices.

18. *THE HIRER* shall ensure the Community Centre is left in a clean and tidy state. Failure to do so will result in the loss of all or part of the damage deposit.

Covid-19 Additional Conditions of Hire

1: *THE HIRER* shall complete their own Covid-19 Risk Assessment showing how they will help prevent the risk of any infection.

2: *THE HIRER* shall read and comply with the Community Centre's Covid-19 Risk Assessment and the Community Centre's current Covid=19 rules on maximum numbers, cleaning and entering and exiting the centre.