

Standard Conditions of Hire of the New Priestwood Community Centre – One off Hires

1. *THE HIRER* shall pay a cash damage deposit of £100 at the start of the event. This will be refundable to the HIRER at the end of the event once the manager has checked the premises is clean and no damage/breakages have occurred.
2. *THE HIRER* shall, on confirmation of the booking, pay a 50% deposit, with the balance of the fees to be paid two weeks prior to the booking. If the Hirer wishes to cancel the booking and the Community Association is unable to conclude a replacement booking, the question of the repayment of the fees paid (less the deposit) shall be in the discretion of the Community Association. In the event of the Community Association cancelling the booking in accordance with Rule 3 c), all fees (including the deposit) paid by the Hirer shall be refunded to him/her.
3. *THE HIRER* shall ensure that the General Rules governing the use of the Community Centre, as displayed in the Community Centre, are complied with.
4. *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.
5. *The HIRER* shall be responsible for the removal of any rubbish from the Community Centre.
6. *The HIRER* shall be responsible for ensuring any decorations are agreed with the Centre Manager.
7. *The HIRER* shall ensure that all children are supervised at all times.
8. *THE HIRER* shall ensure that any external firms i.e., caterers, bouncy castles, event organisers that they hire have full Public Liability Insurance. Copies of the insurance must be taken by *THE HIRER* and produced at the request of the Centre Manager.
9. *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.
10. *THE HIRER* shall be responsible for obtaining any licences necessary in connection with the booking, other than those already held by the Community Association.
11. *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.)
12. *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.
13. *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.
14. *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.
15. *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.
16. *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.

17. *THE HIRER* shall make themselves aware of the fire alarms, exits and procedures.