# STANDARD TERMS OF HIRE

# UNDERWOOD COMMUNITY CENTRE

***For the purposes of these terms & conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.***

***If Not hiring online please confirm you agree to these terms by emailing clerk@bishton.org.uk***

## Introduction

This hire agreement is to clarify and formalise the arrangements for complying with the Underwood Community Centre (UCC) procedures with regards to Payments, Security, Building Management and Health & Safety.

## Payments

**All Private Hirers** - A deposit is required on booking and full payment should be made 2 months prior to your booking.

**ALL REGULAR HIRERS -** WILL BE INVOICED AT THE END OF EACH MONTH. INVOICES WILL CORRESPOND WITH THE HOURS YOU HAVE BOOKED ON THE HALL CALENDAR SO PLEASE CHECK ON THE WEBSITE TO MAKE CERTAIN IT IS CORRECT. PLEASE PAY THE DESIGNATED AMOUNT ON YOUR INVOICE WITHIN FOURTEEN DAYS BY ELECTRONIC BANKING. DETAILS WILL BE ON THE INVOICE. PLEASE MAKE SURE YOU PUT THE INVOICE REFERENCE NUMBER WHEN YOU PAY SO THAT IT CAN BE TRACKED TO YOUR GROUP.

**ANY REGULAR HIRERS WHO HAVE 3 MONTHS PAYMENTS IN ARREARS WILL NOT BE GIVEN THE HALL ENTRANCE CODE.**

## General

The premises is to be used for the agreed purpose only, the centre must not be sub-hired out or be used for any unlawful purpose or in any unlawful way, the following is not permitted at UCC; gaming involving betting and lotteries.

The hirer is responsible for the supervision of the building and its contents. The hirer is responsible for the behaviour of all persons using the premises whatever their capacity. Where damage to the property or contents has occurred, the hirer will be responsible to pay in full for the repair / replacement of items.

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

The Hirer shall only use the room/s they have booked for. Only the main hall booking includes use of the kitchen. Anyone found abusing this rule will be charged accordingly.

The Hirer should be considerate of hall near neighbours at all times and keep noise levels to reasonable levels , so as not disturb local residents and be considerate of others when leaving the hall after dark

**All light switches, water heaters, microwaves kettles and heaters to be turned off when not in use and on vacating the building. If you have turned up the heating, please reduce it on leaving.**

The Hirer shall ensure that the minimum of noise is made on arrival and departure.

### Capacity

The maximum number of persons, including staff, permitted to use the various parts of the premises shall be as follows:

Main hall – 160 without tables
Conference Room – 25 people

### Insurance

All commercial hirers must have their own public liability insurance when using the Hall.

The Hirer shall ensure that separate insurance cover is in place for the use of Bouncy castles and other high-risk equipment, as this is not covered by the Hall insurance policy.

### Public Entertainment

Where public entertainment is being shown the hirer is to comply with the Public Entertainment's Licence issued under the Local Government (Miscellaneous Provision) Act 1982.

The hirer acknowledges receipt of a copy of the conditions of the Public Entertainment's Licence for the premises. Performances involving danger to the public shall not be given.

The Hirer must not be a person under 18 years of age, must accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the Public Entertainment Licence relating to management and supervision of the premises are met.

Highly flammable substances shall not be brought into or used in any portion of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management Trustee.

### Supervision of Children

The Hirer will ensure a parent/responsible adult ratio of a minimum of 1 to 10 for all parties and other bookings in relation to young people under 18.

The Hirer shall ensure that any activities for children comply with the provisions of The Children Act 1989 and that only fit and proper persons have access to the children.

### Alcohol.

Alcohol is not to be consumed without written permission from the Council.

The Hirer is responsible for complying with licences that may be needed whether for the sale or supply of intoxicating liquor or otherwise and for the observance of the same.

No alcohol is to be brought into the hall for the celebration of aged 18-25 Birthday Parties.

### Cleanliness

The Hirer is responsible for leaving the premises and surroundings in a clean and tidy condition at the end of the hiring, including:

- Floors swept or carpets hoovered for all rooms used.
- All food, leftovers etc., to be cleared away and bins emptied in the bin to discourage rodents.
- If the kitchen is used, wipe down work surfaces with the antibacterial spray and cloths provided. Ensure that all dishes and utensils are put away.
- Any contents temporarily removed from their usual positions should be properly replaced e.g.
  tables/chairs/cups etc

There will be a supplementary charge added for regular hire groups that do not comply.

Hirers are not to dispose of rubbish in any of the commercial bins behind the shops.

### Car Parking

The hirer is to ensure that no emergency entrances are blocked by vehicles and that all cars park sensibly within the car park provided. Cars are not to block the entrance to the car park or cause an obstruction to the highway. UCC does not have a dedicated car park and any hirer who uses the surgery car park, roadway or rear of shops for parking do so at their own risk.

### Health & Safety General

If preparing, serving or selling food the hirer must observe all relevant food health and hygiene legislation and regulations, including the Trustee's hygiene procedures, which can be found at Appendix A to this document. **Fire**

The Hirer must not use a smoke machine as these activate the Fire Alarm System.

In the event of a fire the hirer must call the fire service and be responsible for evacuating the hall.Please follow instructions on Fire Alarm system in community centre lobby

On occupying the hall the hirer must locate the fire extinguishers and ensure that all Escape Routes are free from obstruction at all times. Fire doors must not be propped open.

In the event that there is a smell of GAS please open all doors, ring the emergency gas line 0800 111 999 do not use any electrical equipment or light switches. Vacate the building.

**First Aid Provisions**

First Aid Kits are provided in the kitchen. A defibrillator can be located on the outside of the Doctor's surgery.

All accidents must be recorded in the Accident Report Book which is in the kitchen. Serious Accidents / Incidents must be reported to the Trustees as soon as reasonably practicable.

**Electrical Equipment**

The Hirer is to ensure that any electrical appliances brought to the Hall are in good working order, PAT tested and used in a safe manner. Electrical appliances are to be switched off when not in use. All cables to be positioned to prevent trip hazards. Avoid using extension cables where possible, if extension cables are in use ensure that no daisy chaining to be practiced and large runs of extension or cabling are securely taped down.

BCC must be notified of any electrical equipment bought into the hall along with its power unit rating, if deemed necessary there will be extra charges for extensive usage of high-power equipment. Heavy use of the kitchen appliances, cooker etc may also incur extra charge.

**Risk Assessments**.

The H&S Representatives of the Hall have completed a full risk assessment of the building and its contents. The risk assessment is on display for hall users to read. Hirers are responsible for risk assessing and managing their own risks.

**Smoking and Vaping.**

Smoking and Vaping are prohibited in any part of UCC.

**Animals.**

The Hirer shall ensure that no animals, with the exception of guide dogs or Canine societies, are brought into the Hall, without the prior approval of BCC.

**Security**

**PLEASE READ AND COMPLETE ALL POINTS LISTED ON THE LAMINATED CHECKLIST LOCATED NEXT TO THE MAIN DOOR PRIOR TO VACATING THE BUILDING.**

**The building is to be properly locked and secured after use unless directed otherwise.**

## Storage of Club Equipment

An additional fee for storage of any club equipment will be invoiced annually. Specific areas of storage will be allocated by BCC. All equipment must be clearly marked by owner. The storage of club equipment is not covered by BCC insurance. No cupboards are to be kept locked unless a spare key is provided to BCC. Flammable equipment is not to be stored at the hall. No food shall be stored at the hall. The trustees have the right to remove any items that have not been agreed for storage by them after asking for it to be removed.

## Change to the Agreement

If the Hirer wishes to cancel the booking before the date of the event the hirer will be liable for a cancellation fee of £50, or the amount determined by BCC.

**Regular Users must give advance notice of 7 days if they wish to cancel a booking otherwise, they will be liable to pay the usual fee for that date.**

BCC reserve the right to cancel this hiring in the event of the Centre being required for use as a Polling Station for a Parliamentary, Local Government election or by-election, or emergency maintenance in which case the Hirer shall be entitled to a refund of any deposit already paid.

BCC reserve the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days' notice in writing/email to the Hirer.
The Hirer shall be entitled to reimbursement of monies already paid to hire the hall, including the deposit in this situation.

### Technology & Wifi

UCC has free wifi which can be used by hirers. Hirers are not to adjust any settings of the Wi-Fi. Use of the television, stereo and DVD player in the main hall is authorised for hirers. Use of the monitor and online conference facilities are authorised for hirers. All equipment must be switched off after use and remote controls returned. Hirers may be liable to cover costs of any damage or missing equipment.

## Summary

This document lays down the basic rules and guidelines for the use Underwood Community Centre. It is a 'live' document and may be reviewed and updated as knowledge is gained both in relation to current and future occupancy and when other significant changes occur.

**APPENDIX**

## Food Hygiene Procedures

### Introduction

When food is prepared at the hall you are required to comply with food hygiene legislation, which includes registration with Newport City Council, and having and complying with our own procedures.

These procedures apply equally to events run by BCC.

### Procedures

Read the personal hygiene posters on display on the kitchen wall and follow the instructions.

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| The Food Hygiene book is kept in the drawer, please refer to this and observe hygiene procedures. |

Clean all work surfaces and sink before and after use with the anti-bacterial spray and disposable cloths provided.

Ensure separate areas for cooked and uncooked food, and for clean and dirty dishes.

When using the fridge or microwave cooker, wipe clean after use.

Ensure that all rubbish is disposed of correctly in the bin.