

Wicken Bonhunt Community Centre

Registered Charity No. 1207020

Contact

Booking secretary: (bookingswbcc@gmail.com)

Committee chair: Peter Jordon Jordan@webspider.org

Introduction

The Wicken Bonhunt Community Centre warmly welcomes **HIRERS** and their guests.

Facilities: Hall, Kitchen, *outside space

Hours of operation and current costs are available on from the Web site or booking secretary.

The standard terms and conditions apply to all bookings, please read them carefully before making your booking. If you have any booking queries, please contact the booking secretary to discuss your individual requirements.

*There is some limited access to outside space which has in the past been used for 'outside jumble sales or similar. It is not suitable for children's parties, camping etc.

The following terms are used in this document:

- Premises: St Margarets' Church, Hall and Kitchen known as Wicken Bonhunt Community Centre (WBCC). Excluding outside space
- HIRER: Any organisation, group or individual completing an agreement for use of the hall.
- Committee: Wicken Bonhunt Community Centre Management Committee and/or 'The Trustees' of WBCC
- Booking secretary: representative(s) of the WBCC with responsibility for the administration of bookings and centre hire.

Standard Conditions and Terms of Hire

Application and Fees

- Please use the WBCC web site to check availability and make a booking application. Please complete the calendar, read the **Standard Conditions and Terms of Hire** and complete the booking application form and sign the hire agreement section. The booking secretary will confirm your application. Alternatively you may contact the booking secretary directly to discuss a booking. When making your application please allow time for setting up and clearing up.
- All booking applications are subject to approval. The Committee reserves the right to refuse any application for hire. A risk assessment will be conducted by the **Committee** prior to approval. Any organisation hiring the WBCC for activities for children and/or vulnerable adults will be asked to show their Child Protection and/or Vulnerable Adults policy before the first booking commences. The **Committee** advises that this should include DBS disclosure certificates, which should be provided to the bookings secretary prior to approval of the booking. This does not apply to private hire for 'one off' birthday parties or to events where the carer/parent/guardian is present at all times, eg Mother and toddler groups.

- Car parking is limited. Please discuss this when making a booking if you have any concerns.
- Booking cancellation: Please remove your booking from the calendar and confirm cancellation by contacting the booking secretary.
- Please consult the WBCC web site for a list of current booking fees or contact the booking secretary.
- Non-regular users may be asked for a deposit, which will be returned after the booking secretary has inspected the hall for damage and cleanliness following the event. In case of cancellation, the deposit may be retained.

Permitted activities

- The sale of alcohol on the premises is not allowed under the terms of the hire agreement. However, alcohol may be provided and consumed on the premises. Alcohol may not be sold to anyone under 18 years of age.
- Please contact the committee if you have any queries or special requirements.
- Smoking and the use of e-cigarettes is not allowed on the premises or in the area immediately outside the entrance.
- Naked flames are not allowed on the premises; however, candles may be used if placed in a suitable fire resistant receptacle and extinguished safely.
- Gambling, betting and gaming are not allowed on the premises. Raffles, race nights, or similar fund raising events are permitted.
- Ball games are not permitted due to the historic fabric of the premises.
- The use of blue or white tac or similar adhesive material used for the suspension of decorations etc. is not permitted due to the historic fabric of the premises.

Supervision and Responsibilities

- The **HIRER** must be 18 years or older.
- The **HIRER** will, during the period of the hiring, be responsible for the supervision of the premises as summarised in document '**INFORMATION FOR HIRERS**', to include: the fabric and the contents, their care, safety from damage and the behaviour of all persons using the premises, including removal of rubbish and the proper supervision of car-parking arrangements so as to avoid obstruction of the highway or inconvenience to the nearby houses and businesses. Where an organisation or group is named as the **HIRER**, that organisation shall be jointly responsible, with the signatory (authorised person), for the supervision of the premises.
- The **HIRER** must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation.

- The **HIRER** must ensure that doors remain free of obstruction to allow safe exit in case of a fire.
- The **HIRER** must report any breakages to the booking secretary or a member of the committee. The **HIRER** may be liable for the cost of repair and replacement of any broken items.
- The **HIRER** should report any accidents to the booking secretary or a member of the committee. Accidents should be recorded in the accident book located in the kitchen. The **HIRER** is responsible for any accident injury or loss arising from activities and actions taken during the hiring. The **HIRER** should consider if public liability insurance is required under current health and safety regulations.
- The **HIRER** is responsible for food safety and maintaining food hygiene standards when serving and bringing food and drink onto the premises.
- The **Committee** is responsible for maintaining the facilities including safety equipment and confirming the premises are fit for use. A **FIRST AID BOX** is located in the kitchen.
- The **Committee** is responsible for performing risk assessments relating to the premises and providing relevant safety policy documents. The **Committee** will share relevant safety information with the **HIRER** which is summarised in document '**INFORMATION FOR HIRERS**'.
- The **Committee** is not responsible or liable for any equipment belonging to individuals or organisations stored or used on the premises.
- The **Committee** is responsible for ensuring adequate public liability insurance; for the facilities and volunteers providing a service to WBCC.