



Cotford St. Luke
Village Community Centre
Charity No. 1118772
Standard Conditions of Hire

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

The Committee shall mean the Management Committee of Cotford St. Luke Community Centre.

THE HIRER

1. Will be responsible for supervision and care of the premises, fabric and contents. Protection from damage and behaviour of all persons using the premises including proper supervision of car parking arrangements so as to avoid obstruction of the highway
2. Shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub hire or allow the premises to be used for any unlawful purpose or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof **nor allow the consumption of alcoholic liquor thereon without written permission**
3. **Shall be responsible for obtaining such licenses as may be needed.**
4. Shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gambling, betting and lotteries
5. Shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, 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
6. Shall not carry out or permit fly posting or any other unauthorised advertising of the event and shall indemnify the COMMITTEE against all actions claims and proceedings arising from a breach of this condition
7. Shall, if preparing, serving or selling food, observe all relevant food, health and hygiene legislation and regulations
8. Shall ensure that use of any electrical equipment and/or appliances neither owned nor provided by the COMMITTEE is agreed with the COMMITTEE before the hiring, the COMMITTEE does not accept any liability arising from the contravention of this requirement
9. Shall indemnify the COMMITTEE for cost of repair of a damage done to any part of the property, including curtilage thereof or contents of the building, which may occur during the period of the hiring as a result of the hiring
10. May, if cancelling a booking before the date of the event, and the Booking Secretary is unable to arrange a replacement booking, be required to make payment hiring charge or deposit at the sole discretion of the COMMITTEE
11. Will ensure that minimum noise is made on arrival and departure, that noise emanating from the premises shall not cause nuisance or annoyance to neighbours, that no exhibition, recitation, acting, singing or dancing which is objectionable or offensive to public feeling should be allowed and that good order and decent behaviour is maintained
12. Will ensure that no animals (excepting assistant dogs for the disabled) are brought into the hall without the express permission of the member(s) of the hall management committee.
13. **Shall be responsible for leaving the premises and surroundings in a clean and tidy condition, with all electrical equipment switched off, and the Centre locked, secured and alarmed and any contents temporarily removed from their usual positions properly replaced. The COMMITTEE will be at liberty to make an additional charge or refusal of further bookings, if these conditions are not met**
14. **Shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 or amending legislation and that only fit and proper persons have access to the children.**
15. The hirer of the hall must be over 18 years of age

THE COMMITTEE

1. Reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, official School function or if, in the opinion of the COMMITTEE, it has been misled in the hiring application or if, in the opinion of the COMMITTEE, the hiring is liable to cause a breach of statutory regulations. If it becomes necessary that the COMMITTEE make the cancellation, other than through a breach, then the COMMITTEE will endeavour to accommodate the HIRER, either at a different date, or move to another of the Communities Halls. In the event of cancellation the HIRER shall be entitled to a refund of any monies already paid
2. IN THE EVENT of the Hall or any part thereof being rendered unfit for the use for which it has been hired the COMMITTEE shall not be liable to the HIRER for any resulting loss or damage whatsoever
3. Reserves 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 seven (7) days notice in writing to the HIRER. The HIRER will be entitled following receipt of such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the HIRER to the COMMITTEE but the COMMITTEE shall not be liable to make any further payment to the HIRER

1. **PAYMENT** - A refundable deposit of 20% must be paid at the time of booking to secure the dates and time required. The balance of the booking fee must be paid not less than fourteen (14) days before the date of hire. **The refundable deposit covers breakages, damage or leaving the Hall or curtilage in a dirty or untidy condition or loss of keys. A refund will be at the discretion of the COMMITTEE**
2. **ACCESS - HIRERS** will not be permitted access to the Halls prior to agreed time of commencement of the hiring period. **ALL FUNCTIONS must close by 11.30pm** (unless in exceptional circumstances where prior agreement has been reached with the Community Centre Management Committee). **It is the responsibility of the named HIRER to ensure this requirement is notified to those who will be present at the close of the event**
3. **LICENCES - HIRERS** wishing to supply alcoholic drinks for sale must make their own arrangements for obtaining an 'Occasional Licence'. No alcoholic drinks to be served supplied or sold to any persons less than eighteen years of age
4. **PERFORMING RIGHTS SOCIETY** - All public events with music will bear an additional charge in accordance with the prevailing Performing Rights Society rates.
5. **INSURANCE** - The **COMMITTEE** has Public Liability cover. The **HIRER** must arrange any additional insurance requirements. In particular **HIRERS** should note that the **COMMITTEE** does not insure **any property belonging to or brought into the premises by the hirer or any person otherwise present**
6. **CAR PARKING** - The car park is to be used for car parking only and the **HIRER** cannot make any further charge to others for such use. Proper supervision of car parking arrangements should be made so as to avoid obstruction of access to the public highway.
7. **REMOVAL OF RUBBISH & EQUIPMENT** - It is the responsibility of the **HIRER** to remove **ALL** rubbish, waste food, bottles, surplus jumble, equipment etc., from the premises at the conclusion of the hiring period.
8. **FURNITURE OR EQUIPMENT** - Furniture or Equipment belonging to the **COMMITTEE** is not to be removed from the Hall. All such items must be returned to the **correct place of storage** after use in a clean and tidy condition.
9. **SMOKING** is not permitted in any part of the premises.
10. **NO NAILS, SCREWS OR ADHESIVE TAPE** to be used for fixing decorations or posters to any part of the premises.
11. **FURNITURE & EQUIPMENT AVAILABLE** - Chairs, Tables, Crockery and some kitchen equipment are provided; The Booking Secretary can provide full details of other Furniture and equipment available for hire at additional cost. **HIRERS are required to provide their own tea towels, tablecloths and ALL rubbish bags.**
12. **FOOTWEAR** - Any footwear that is likely to damage flooring e.g. Black sole trainers, during sporting events. Stiletto shoes should **NOT** be worn in the Main School Hall.



Cotford St. Luke Village Community Centre

YOUR ATTENTION IS DRAWN TO THE FOLLOWING.

The Hall Committee or its representative reserves the right to close any licensed bar on the premises at any time, to terminate any function in the event Of Unruly, disorderly or unseemly behaviour ensuring or, in the opinion of the Hall Committee or its representative, likely to ensue.

FIRE REGULATIONS

NUMBERS PERMITTED

The numbers of people allowed in various parts of the Hall are restricted by Fire Regulations as follows:

- Close seated. Large Hall - 250 (all chairs must be linked with gangways)
 - Dancing - 150 -
 - Close seated. Small Hall - 70 (all chairs must be linked with gangways)
 - Committee Room - 10
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- Tables, chairs of other equipment, must not obstruct EXITS.
 - Access to fire extinguishers should NOT be obstructed.

IN THE CASE OF FIRE

The person in charge of the function must instruct all persons to leave the building by the nearest available exit and to congregate on the grassed area above the tennis courts

- Call the Fire Brigade by a mobile phone (reception outside Village Community Centre)
- Dial 999 and give the Hall address:

Cotford St. Luke Village Community Centre, Bethell Mead, Cotford St. Luke TA4 1HZ

- Attendants should attempt to extinguish the outbreak using the fire appliances provided (ONLY if considered safe to do so).
- Attendants should ensure that once the Hall is evacuated members of the public do not re-enter the building to collect personal possessions etc.
- On arrival of the Fire Brigade, the person in charge of the Hall should report to the Officer in Charge that all persons are safe, or at least their last known position.

Hirer's checklist on leaving

The hall must be left in a clean and tidy condition ready for the next hirer.

1. Close all windows and doors.
2. Follow instructions given regarding electrical appliances
3. Clean where needed (please check toilets)
4. Switch off all lights.
5. **Take all refuse with you.**
6. Set Alarm, if required, lock the outside door if last to leave and return the key within 24 hours unless a permanent key holder (Please refer to the Security Procedure displayed)



**Cotford St. Luke
Village Community Centre
Charity No. 1118772
Hire Agreement for regular hirers
(Committee's copy)**

Booking Secretary
7 West Villas
Cotford St. Luke
Taunton
TA4 1DF

Tel 01823 430514

THIS AGREEMENT is made on _____20__ between the **COMMITTEE** and the **HIRER** named below in consideration of the sum(s) mentioned

THE COMMITTEE agrees to permit the **HIRER** to use the premises for the purpose and for the period(s) all described below, viz:

Hirer: (named representative if an organization - must be over 18 yrs)

Address:

Telephone No./ E mail

Premises: *(please circle as required)*

Whole of Village Community Centre Main Hall Small Hall Committee room kitchen

Purpose of Hiring: *(Please describe activity)*

Day and time:

The **HIRER** agrees to be present during the hiring and to abide by provisions and stipulations contained or referred to in Standard and Special Conditions of Hire.

Signed by _____ Date _____

On behalf of the Cotford St. Luke Village Community Centre

Signed by _____ Date _____ on behalf of the hirer

I declare that the information given in this agreement is correct to the best of my knowledge and I acknowledge that any misrepresentation will invalidate the agreement.

Please sign and return the COPY TO THE BOOKING SECRETARY



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