

Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,
clipstoneparishcouncil@btconnect.com, 01623-626857

Wednesday, 15 November 2017

Notice: You are invited to a meeting of Clipstone Parish Council's Assets-Committee which will be held in the Meeting Room, Clipstone Village Hall, Church Road, Clipstone on **Monday, 20 November at 15.00.**



Belina Boyer

Clerk to the Council

| | |
|----------|--|
| AC17-052 | To receive and resolve to approve apologies for absence. |
| AC17-053 | To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting. |
| AC17-054 | To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items. |
| AC17-055 | To receive and resolve to sign as a true record the draft minutes of the previous Assets Committee meeting. |
| AC17-056 | To receive an update of the Christmas Event Working Party. |
| AC17-057 | To consider regular maintenance work for the village hall in particular painting the hall, meeting room, toilets, hallway doors and floors, installing a mop sink in the men's toilets and authorise any associated expenditure. |
| AC17-058 | To receive a report of the Village Hall Working Party. |
| AC17-059 | To review the Village Hall Hire charges and terms and conditions of use. |
| AC17-060 | To consider building work to the hall to accommodate administrative personnel and any other work that may be required. To start a project development plan and a time line. |
| AC17-061 | To receive a report of the cemetery working party. |
| AC17-062 | To confirm date of next meeting |

Minutes of the Clipstone Parish Council Assets Committee Meeting held on 11 October 2017 in the Meeting Room, Clipstone Village Hall, Church Road, Clipstone, Nottinghamshire.

| Members Present | Members Present | Members Absent |
|-----------------|-----------------|------------------|
| Cllr R Clarey | | Cllr K Beresford |
| Cllr C Wigman | | Cllr MG Whittard |
| Cllr J C Wigman | | |

Abbreviations:

| | |
|------|---------------------------------------|
| AC | Assets Committee |
| CPC | Clipstone Parish Council |
| CWP | Cemetery Working Party |
| DWP | Former Doctor's Surgery Working Party |
| LPA | Local Planning Authority |
| NCC | Nottinghamshire County Council |
| NSDC | Newark and Sherwood District Council |
| VHWP | Village Hall Working Party |

In attendance: The Clerk

Also present: .None

- AC17-041 To receive and resolve to approve apologies for absence.
Cllr Beresford had given his apologies. The committee resolved to approve the apologies.
- AC17-042 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting.
None.
- AC17-043 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.
None
- AC17-045 To receive and resolve to sign as a true record the draft minutes of the previous Assets Committee meeting.
The committee approved and resolved to sign the minutes of the meeting 13 September 2017 as a true record.
- AC17-046 To approve the Terms of Reference of Village Hall Working Party and determine its Membership.

The committee resolved to approve the Terms of Reference for the Village Hall Working Party and determined the following membership:

R Clarey, JC Wigman, C Wigman, K Beresford, B Brownley, S Bishop, K Bishop and K Grayson.

- AC17-047 To receive the findings of the Former Health Centre Working Party and consider appropriate action and make recommendations to full council.
The committee received and approved the findings of the Former Health Centre Working Party and recommended the selling of the Former Health Centre. The committee recommends to enter in formal negotiations with Newark and Sherwood District Council, Newark and Sherwood Homes and Nottinghamshire Community Housing Association over the sale of the property.

- AC17-048 To determine the scope of the Christmas event and consider applying for external funding.
The committee resolved not to apply for external funding and keep expenditure within the approved budget provision.

- AC17-049 To approve the Terms of Reference of the Christmas Event Working Party and determine its Membership.
**The committee resolved to approve the Terms of Reference for the Christmas Event Working Party and determined the following membership:
R Clarey, MG Whittard, JC Wigman, C Wigman, K Beresford, B Brownley, S Bishop, K Bishop and Fred Newbold.**

- AC17-050 To delegate approval of expenditure for the Christmas Event to the Clerk.
The committee delegated the approval of Christmas Event Expenditure to the Clerk.

- AC17-051 To confirm date of next scheduled meeting for Wednesday 15 **November** 2017 and set a time for the meeting.
The committee confirmed the date of the next scheduled meeting for **Monday 20 November 2017 at 15.00**

Signed as a true record of that meeting.

Signature: _____ **Date:** _____

Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,
clipstoneparishcouncil@btconnect.com, 01623-626857

Application for Hire of Clipstone Village Hall Premises

Name of Applicant: _____ Days and dates _____

Inclusive time _____ Function _____

(PLEASE ALLOW FOR PREPERATION/TIDYING UP IN YOUR TIME)

Estimated attendance _____

Rooms, etc required:

(Please delete as necessary)

| | | |
|--------------|-----|----|
| Main Hall | YES | NO |
| Kitchen | YES | NO |
| Meeting Room | YES | NO |

Signed _____ Date _____

Address _____ Tel No: _____

_____ Email: _____

This application must be signed by the person responsible for hiring the premises, and is subject to confirmation by the Parish Clerk. Tel 01623 626857

Parish premises hired for occasional functions such as dances, discos, wedding receptions or parties, the Council may require a deposit of no more than £100 (to be determined by the Clerk) to be remitted – to be returned to the hirer two weeks after the function, if all the conditions of letting have been complied with – in particular those relating to the duration of lettings and the condition of the premises after the function

FOR COMPLETION BY THE PARISH CLERK

Approval is given to the above application, subject to the conditions of letting being complied with.
The charge for hire is as follows:

Main hall £ _____

Kitchen £ _____

Meeting Room £ _____

Returnable Deposit £ _____ Total £ _____

Date _____

Signed _____

For CLIPSTONE PARISH COUNCIL

Please make your cheque payable to Clipstone Parish Council or payment can be made direct to our bank as follows: NatWest Bank, Sort Code: 60-14-03, Account No: 96626240

Clipstone Village Hall

The Clipstone Village Hall is available to hire and consists of two adjoined rooms, the main hall and the meeting room. These are attached to a large kitchen fitted with microwave, fridge tea and coffee making facilities.

If you need a large space for your function or children's party the village hall will accommodate up to 300 people. The hall is also available for regular group meetings. We currently host sessions as diverse as dance classes, slimming world and dog training.

The meeting room is ideal for seminars and talks and has a seated capacity of up to 30 depending on layout.

Separate hire is, of course, available and both facilities have kitchen access for food preparation and beverages.

Please contact the Parish Office on the number below if you would like to view the facilities.

| Village Hall Letting Fees | |
|----------------------------------|--------|
| Village Hall Occasional User Fee | £7.00 |
| Village Hall Per Hour Hire Fee | £10.00 |
| Meeting Room Per Hour Hire Fee | £8.00 |

A one off opening charge is applicable when the hall is hired. So for example hall hire for 2 hours would cost £27.

Contact Details: The Clerk, Village Hall, Church Road, Clipstone Village, Mansfield, NG21 9DF Tel. 01623 626857

Email: clipstoneparishcouncil@btconnect.com

Clipstone Parish Council

CLIPSTONE VILLAGE HALL TERMS & CONDITIONS OF HIRE

1. DEFINITIONS

- 1.1 “Conditions” means these booking conditions, which shall form the contract between the Council and the Hirer.**
- 1.2 “Council” means Clipstone Parish Council.**
- 1.3 “Due Date” means 14 days prior to the date of the Event.**
- 1.4 “Event” means the purpose for which the Venue has been booked as set out in the Application Form attached to this Contract.**
- 1.5 “Hirer” means the individual, company or the representative of the organisation booking the Event who pays the fees due under clause 2 below. This booking is personal to the Hirer and he may not transfer or sublet this consent to any other person without the previous written consent of the Council**
- 1.6 “Venue” means the Clipstone Village Hall booked for the Event.**

2. APPLICATION

- 2.1 All applications for the hire of Council premises shall be made to The Parish Clerk, Clipstone Council Office, The Village Hall, Church Road, Clipstone, Nottinghamshire NG21 9DF and should be completed stating the purpose for which required.**
- 2.2 The signed and completed application form shall be returned to the Clerk at the above address.**

3. PAYMENT

For all new customers, payment of all fees and charges must be made in full prior to the Due Date. If payment is not received by the Due Date the Council shall have the right to cancel the booking immediately. Cheques to be made payable to Clipstone Parish Council and endorsed on the reverse with a current cheque card number and contact address. Direct payment to NatWest Bank, Sort code 60-14-03, account number 96626240. Cash also taken. Existing customers and regular groups to make pay arrangements with the clerk.

4. PROVISIONAL BOOKING

Provisional bookings will be held for a maximum of four weeks.

5. DEPOSIT

A deposit of up to £100 shall be payable by the Hirer for party bookings upon completion of this Contract. This deposit will be forfeited in the event of any damage or loss to the Venue or held as part payment should any reinstatement work be necessary or for non-compliance of the Conditions set herein.

6. REFUSAL OF BOOKINGS AND CANCELLATION

- 6.1 The Council reserves the right to refuse any application for the hiring of the Venue.
- 6.2 The Hirer is required to give a minimum of one week's written notice of cancellation, the Council shall have the right to retain any payments made.
- 6.3 Cancellation by the Hirer of a booking must be in writing and the effective date will be the receipt of such information by the Council.
- 6.4 A Hirer who does not take up their commitment for any reason or fail to notify the Council in writing of cancellation shall forfeit any hire charge paid and shall be liable to the Council for the whole of the hire charge together with any additional expenses incurred by the Council.
- 6.5 Substitution and amendments of the nature of the booking must be notified in writing to the Council which reserve the right either to cancel the booking or amend the hire fee as it considers appropriate. In the event of such cancellation, the Hirer shall be liable as stated in Clause 6.4 above.
- 6.6 The Council accepts no responsibility for the non-arrival by the Due Date of application forms. Remittances or cancellations.
- 6.7 The Council reserves the right to withdraw permission to use the Venue should the Council, be of the opinion that it is likely to prove of an objectionable or undesirable nature, it shall have full power to cancel the booking and return any monies paid, the Council shall not be liable to pay any compensation to any person in respect of the cancellation of the booking.
- 6.8 Bookings are taken subject to the premises not being subsequently required by the Council for Parliamentary or Local Government elections or other requirements of Clipstone Parish Council.

7. EMERGENCIES

- 7.1 The Council shall have the right to cancel any booking forthwith in the event that the Venue is affected by an emergency of any kind. The Council will consider refunding part or all of any fees and charges paid and the amount shall be at the Council's sole discretion.**
- 7.2 The Hirer shall comply with the emergency procedure set out in Schedule 1. (as attached)**

8. USE OF PREMISES

- 8.1 The premises are to be left in a clean and tidy condition at the end of each letting. Caretakers will check premises after each letting and report any problems.**
- 8.2 The Hirer must at all times take good care of the Venue and will be responsible for any damage to the Venue or any part of it or any equipment or other property of the Council which forms part of the hire.**
- 8.3 If the Hirer fails to perform any of its obligations set out in Clause 8.1 and 8.2 above the Council reserve the right to carry out any of these obligations and any costs incurred by the Council in the performance of such obligations shall be borne by the Hirer.**
- 8.4 The Hirer shall repay to the Council on request the cost of reinstating, repairing or replacing or cleansing any part of or property in the Venue if damaged, destroyed, stolen or removed prior to, during or subsequent to the period of hire if related to or by reason of the hiring arising out of the negligence of the Hirer, its employees or its agents.**
- 8.5 The Hirer or users must not stand on furniture and seats.**
- 8.6 Furniture and equipment must not be removed from the Venue unless permission has been obtained from the Council.**
- 8.7 No fixtures or decorations of any kind requiring screws or nails are to be used in the Venue.**
- 8.8 Placards announcing meetings must not be posted on the Venue.**
- 8.9 The Hirer shall not be permitted to remove or obscure Council notices or placards displayed at the Venue without the prior written consent of the Council.**
- 8.10 Stiletto heels, studded shoes and other types of footwear likely to cause damage to the floors are not permitted.**
- 8.11 No preparations to be applied to the floors for dancing purposes.**

- 8.12 It is the Hirer's responsibility to ensure that all users have appropriate footwear for the activities they are engaged in, particularly sports and exercise.
- 8.13 The Hirer shall ensure that any unwanted liquids are removed from the venue and not disposed of into the sewage system.
- 8.14 All equipment brought onto the Council's premises is left at the owner's risk and they or their group should have suitable insurance as there is no liability to the Council's insurance. All vehicles left in all car parks adjacent to Clipstone Parish Council premises are left at the owner's risk.
- 8.15 No equipment is to be stored on the Venue without the permission of the Council.

9. BOOKING PERIOD

- 9.1 The Venue will only be available for the period of time specified on the booking form. The Venue must be cleared by the time the Venue is due to be vacated.
- 9.2 The Hirer is responsible for the Venue from the requested opening time to the requested closing time inclusive. During this period the Hirer must NOT leave the premises unattended/unlocked unless in an emergency.
- 9.3 The Hirer must be available in person at the times requested on the booking form to sign-in and receive the Venue from the caretaker. Likewise at the close of the booking to sign out/hand over the Venue back to the caretaker.
- 9.4 The Venue will be occupied, used and vacated in accordance with the times specified in the booking form.

NOTE :

Caretakers are instructed to wait 15 minutes for the Hirer/s to arrive after each letting is due to commence. Should Hirer fail to arrive during this period the Centre will be closed and the booking deemed void and no refund of payment will be made.

10. SUPERVISION

- 10.1 The Hirer will ensure that an adult of a minimum age of 21 years is in attendance throughout the duration of the Event, and takes responsibility for the conduct of the Event. In the case of default the booking shall cease immediately.
- 10.2 The Hirer to ensure during the time the Venue is used that activities are conducted in an orderly manner unlikely to cause annoyance or become a nuisance to owners or occupiers of neighbouring property.
- 10.3 It is the responsibility of the Hirer to ensure that the letting is properly controlled by appointing stewards or such other responsible persons to maintain order throughout the whole period of letting.

- 10.4 The Hirer shall be responsible for the proper conduct of people using the Venue and shall refuse admission or take necessary steps to secure the removal from the Venue, of any person who is in an intoxicated condition or acting in such a manner likely to cause, or be likely to cause, annoyance or inconvenience to other people or damage the Venue.
Everyone should be treated with dignity and respect at work. Any assault on any of our staff, either verbally or physically, will not be tolerated, and may result in the police being informed and legal action against the offender.

11. LICENCE

- 11.1 The Hirer is required to comply with the conditions of the Premises Licence in respect of regulated entertainment, music, dance and sale/supply of alcohol.
- 11.2 The sale of alcohol is a licensable activity under the Licensing Act 2003. Either a Premises Licence or a Temporary Event Notice will be required. Applications for Premises Licences must be submitted to the Local Authority (Ashfield District Council) at least two months before the Event is to take place. Every sale of alcohol made under a Premises Licence must be authorised by a Personal Licence holder.
- 11.3 Temporary Event Notices must be served on the Licensing Authority and the Police at least 10 days before the Event are to take place. However, it is recommended that organisers submit the Notice between one and two months in advance of the planned event.
- 11.4 The use of the Event beyond the time indicated on the Premises Licence or Temporary Events Notice is not permitted.
- 11.5 In order to comply with the Fire Regulations the permitted maximum number of persons allowed at any one function must not exceed 297 persons in the main Hall, 35 persons in the meeting room). The Hirer is responsible for ensuring that these figures are not exceeded.**
- 11.6 The Hirer shall ensure that any licence, permit or other consent that may be required is obtained, whether from the Council or otherwise, before the Event may take place and shall, where requested, produce to the Council on demand copies of such licence, permit or consent. If any such licence, permit or consent has not been obtained, the Council reserves the right to cancel the booking.
- 11.7 Nothing should be done by the Hirer that shall or may contravene the terms and conditions of any licence (e.g. Premises Licence), permit and/or licence or consent issued in respect of the Venue.

12. FIRE PRECAUTIONS

- 12.1 All council premises are completely NON SMOKING. To comply with the No Smoking Laws the Hirer is responsible for ensuring that smoking is not permitted anywhere within the building including toilets, corridors and entrance porches.
- 12.2 The Hirer shall not bring, place or erect any sign furniture, fitting or structure nor place or fix any additional or decorative lighting in or on any parts of the Venue without the prior written consent of the Council.
- 12.3 The Fire Authority requires that only materials that are fire resisting should be used for decoration. Staffs have been instructed to refuse permission for the erection of any decorations that are considered not to be sufficiently fire resisting.
- 12.4 Real flames (including candles) should not be used inside the premises without the express consent of the Chief Fire Officer. Explosives and inflammable liquids should not be brought onto or used in any part of the premises.
- 12.5 The hirer shall keep all doors and passages free from any obstruction whatever, whether of a permanent or temporary nature, and shall employ sufficient attendants to ensure this clause is being strictly carried out. **No Fire Door is to be propped open. No door is to be locked whilst the premises are in use.**

13. RIGHT OF ENTRY

- 13.1 Authorised members shall be permitted entry to the Venue at all times during the period of hire.
- 13.2 The Council reserves the right to refuse admission to or evict any person from the Venue.

14. INDEMNITY AND INSURANCE

- 14.1 The Council is not responsible and will not accept liability for any loss, damage, injury to death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person in the Venue, except where caused by the neglect act or omission of the Council or its agents, servants or employees.
- 14.2 The Hirer is responsible for all safety aspects of the Venue prior to, during or subsequent to the Event and shall be liable for any loss, damage, injury or death caused by the negligent act or omission of the Hirer, its agents, servants or employees or third parties under the Hirer's control and direction.

14.3 The Hirer shall indemnify the Council against all claims, actions, demands, proceedings, costs or awards in respect of any loss, damage, injury or death to persons or property engaged by or assisting the Hirer, except where caused by the negligent act or omission of the Council or its agents, servants or employees.

14.4 The Hirer shall provide to the Council any relevant certificates of qualification relating to the teaching of any physical activity, sport or dance.

15. HEALTH AND SAFETY

The Hirer agrees to ensure that all participants and contractors comply with all relevant Health and Safety legislation or any other guidelines, relevant thereto at all times during the Event and while preparing and clearing the Venue. Any electrical equipment brought into the facility requires the relevant PAT test certificates to be provided to the Council or the use of an appropriate circuit breaker.

16. PROPERTY NOT REMOVED

The Council may remove and store any property that is left by the Hirer at the Venue after the period of hire. The Hirer shall repay to the Council on demand the costs of such removal and storage. The Council shall not be held responsible for any damage to or theft of property by or during its removal or storage. The Council is entitled to remove and sell in such a manner as they think fit any property left at the Venue as a result of the hiring not claimed within 28 days. The proceeds of sale of which shall be the Council's.

Hirers are requested not to use any equipment or materials belonging to any other group who use the facility.

17. VARIATION TO AGREEMENT

The Council reserves the right to vary the conditions of the agreement between the Council and the Hirer at any time on 7 days notice. Any variations so made shall be deemed to be incorporated in these Conditions. The Hirer may, within 7 days of receipt of such notice, terminate this Contract.

Any complaint with regard to the management and control of the premises must be made in writing to the Council.

Any Hirer/s knowingly breaking or permitting to be broken any of the aforementioned conditions may be denied the privilege of future bookings.

SCHEDULE 1

EMERGENCY PROCEDURES :

IN THE EVENT OF A FIRE THE HIRER SHALL RAISE THE ALARM, CLEAR THE PREMISES AND INFORM THE FIRE BRIGADE ON 999 FROM THE NEAREST AVAILABLE TELEPHONE.

ALL PERSONS MUST VACATE THE PREMISES IMMEDIATELY, NOT STOPPING TO COLLECT PERSONAL BELONGINGS AND NO-ONE MUST RE-ENTER THE BUILDING UNTIL AUTHORISED BY THE FIRE OFFICER-IN-CHARGE.

HIRERS SHOULD MAKE PROVISION TO EVACUATE DISABLED USERS BY PROVIDING A NOMINATED PERSON OR PERSONS TO ASSIST THEM IN THE EVENT OF AN EMERGENCY.

DO NO ATTEMPT TO EXTINGUISH THE FIRE IF ANY PERSONAL RISK EXISTS; LEAVE TO THE FIRE BRIGADE.

THE HIRER SHOULD MEET THE FIRE BRIGADE ON ARRIVAL AND PROVIDE ANY RELEVANT INFORMATION THEY CAN, RELATING TO THE FIRE.

Suspicious Persons, Unattended Packages

In the event of you or members of your group /party observing either a suspicious person or package/bag etc. the following action shall be taken.

Contact the local police and request assistance to deal with the problem.

Follow the fire evacuation procedure as above.

On no account should you attempt to move or open any suspicious package or approach any suspicious person.

Power Failure

In the event of a power failure all activities must cease and occupants evacuate the building as fire alarm systems will not be active. This should be reported immediately to the Parish Worker on duty.

Village or Community Hall Lettings Policy

Example Terms and Conditions Of Hire And Booking Form

Clipstone Village Hall

TERMS & CONDITIONS OF HIRE

[NAME] Community Centre is owned by [NAME] Charity and is managed by a Management Committee whose powers and composition are defined in the Charity's objects.

1. Use of the Centre

Use of the Community Centre is subject to the following rules and in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

2. Equal Opportunities

The Community Centre shall be open to all members of the community in compliance with the provisions of the Equality Act 2010.

3. Applying to use the Centre

- a) Application for use of the Centre shall be made to the Centre Manager.
- b) The right to refuse any application for the use of the Centre facilities is reserved by the Management Committee or the Centre Manager provided the Centre Manager reports his/her action to the next meeting of the Management Committee.
- c) All arrangements for the use of the Centre facilities are subject to the Management Committee reserving the right to cancel bookings when the premises are required for use as a Polling Station / by local council / for a management committee function /or are rendered unfit for the intended purpose.
- d) Local groups shall normally have priority use of the facilities but all arrangements to hire facilities made from outside bodies will be honoured except as provided for in (c) above.

4. Hours of Opening

Facilities at the Community Centre are normally available for use between the hours of 9am to 11pm. In exceptional cases these hours may be extended on application to the Management Committee or the Centre Manager.

5. Maximum Capacity

The Centre Main Hall has a maximum capacity of 200 seated (theatre style) or 250 for dancing (these figures include helpers and performers), Small Hall 50 seated (theatre style) and on no account shall these figures be exceeded.

6. Safety Requirements

All conditions attached to the granting of the Centre's Premises Licence shall be strictly observed. Nothing shall be done to endanger the users of the building and the policies of insurance relating to it and its contents. In particular:

- a) Obstructions must not be placed in the gangways or exits, nor in front of the emergency exits which must be immediately available for free public access.
- b) The emergency lighting supply must be turned on during the whole time the premises are occupied & must illuminate all exit signs & routes.
- c) Fire fighting equipment shall be kept in its proper place and only used for its intended purpose.
- d) The fire brigade shall be called to any outbreak of fire.
- e) Performances involving danger to the public shall not be held.
- f) Highly flammable substances shall not be brought into or used in any part of the building.
- g) No unauthorised heating appliances shall be used on the premises.
- h) The First Aid box shall be readily available to all users of the premises. Located: Main Hall Store Cupboard, Small Hall Store Cupboard, Office 3 & Manager's Office.
- i) All electrical equipment brought onto the premises shall comply with the current Electricity at Work Regulations. Each item must be Portable Appliance Tested by a certified electrician.
- j) There is a No Smoking policy throughout the building and its environs.
- k) We would ask that helium filled balloons are not used in the main hall unless they are weighted/secured otherwise they pose a potential problem as they can interfere with the Fire Beam that goes across the hall and could cause a false alarm.
- l) Smoke machines must not be used within the building due to the sensitivity of the fire alarm sensors.

7. Supervision

The hirer or person in charge of the activity shall not be under [] years of age and shall be on the premises for the entire period of hire or duration of the activity. When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons aged [] or over on duty. Any event with children/young persons under the age of [] requires an adult supervision ratio of [] (1 adult over the age of [] for every [] children / young persons). Depending on the type of event you may be required to have Door Supervisors present. These must come from the Management Committee's approved list & proof of hire will be required.

8. Intoxicating Liquor

Hirers may have a pay bar which must be run by a local publican from the Management Committee's approved list. The Centre is licensed and hirers may provide alcohol as part of a function provided this is not to be sold & any intention to provide alcohol must be disclosed to the Centre Manager prior to the event taking place. Agreement by the licence holder must be given & dispensation signed over to the responsible person. Whether a pay bar or BYO is required/acceptable will be made by the Management Committee and that decision will be final.

9. Storage

The permission of the Management Committee must be obtained before goods or equipment are left /stored at the centre, except when the Centre Manager has authorised overnight storage of goods & equipment brought to the Centre before a particular event.

10. Loss of Property

The Management Committee cannot accept responsibility for damage to or loss or theft of Centre users' property and effects.

11. Car Parking

Hirers' cars may be brought onto the premises to off-load and load only. There is a dedicated Car Park, off Thornhill Close, opposite the rear of the Centre. Open Mon – Fri: 8 am – 5 pm. Hours of opening can be extended by approval of the Manager.

12. Nuisance

- a) Litter shall not be left in or about the Centre premises.
- b) Except in the case of guide dogs for the blind or deaf, dogs shall not be admitted into the centre
- c) Hirers are responsible for ensuring that the noise level of their function is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses & property.

13. Cleaning & Security/Care of Centre

All use of the Centre premises & facilities is subject to the hirers accepting responsibility for returning furniture / equipment to their original position and for securing doors/windows of the premises as directed by the manager. All hirers shall leave the premises & surrounds in a clean & tidy condition. Stiletto heels or high heel shoes with the protective plastic heel cap missing (i.e. metal tip showing) are not to be worn in the main hall.

14. Payment

Hirers will be required to pay a refundable Damage Deposit & the amount will vary depending on the type of event / function being held. The hirer & a centre representative will check the room at the start/finish of hire giving the opportunity to raise any concerns regarding the condition of the room(s).

Full payment of room hire, including Damage Deposit, must be received at least 10 working days prior to the event / room hire taking place. Failure to pay will result in a declined booking.

Regular Hirers: Invoices must be paid by the due date otherwise the Manager or the Management committee reserve the right to refuse future bookings.

If a payment made to the Centre, by a hirer, is subsequently declined causing us bank charges. We will seek reimbursement from the hirer concerned for the charge incurred.

15. Additional Safety Measures

All hirers must read & be familiar with the Fire Safety Procedures.

All hirers must accept responsibility for the safety of their guests/ anyone attending their function. They must identify & assess any potential risk posed. For large events a written risk assessment must be completed & a copy given to management.

Suitable Bouncy Castles are permitted in the Centre either in the Main Hall or in the garden area. However all hirers must accept responsibility for making sure they conform to the safety procedures laid down by the Bouncy Castle Hire Company as the Manager / Management Committee cannot accept responsibility. Hirers must also ask to see, from the Bouncy Castle Hire Company, a copy of their Public Liability Insurance & proof that the Bouncy Castles are maintained, for safety, on a regular basis. Copies must be given to management.

It is essential that all access routes, fire alarm panic buttons, gangways, exits & emergency exits are kept clear at all times & free from obstruction. Parents / carers with buggies or pushchairs must ensure that these do not obstruct access to fire alarm panic buttons, gangways, exits & emergency exits. Please leave them in the buggy park if they are not in use.

16. Contacts

Management Committee

[GIVE NAME AND ADDRESS OF CONTACT PERSON]

Charity

[GIVE NAME AND ADDRESS OF CONTACT PERSON]



[Name] Community Centre Booking Form

Name: Organisation:
 Address:
 Postcode:
 Telephone No: Email:
 Date of Event: Event Description:

Minimum Booking is two hours. Please also allow sufficient time for setting up/clearing away.

| Room For Hire: | Time From: | Time To: | Cost: |
|----------------|------------|----------|-------|
| Main Hall | | | |
| Stage Room | | | |

| | | | |
|------------------|------------------------------|--|--|
| Small Hall | | | |
| Meeting Room 1 | | | |
| Meeting Room 2 | | | |
| Interview Room 3 | | | |
| Kitchen | | | |
| Foyer | | | |
| | Total Cost: | | |
| | (-)Less 20% Holding Deposit: | | |
| | (+)Plus Damage Deposit | | |
| | Balance Due: | | |

Please sign here if your organisation has its own Public Liability Insurance.....

Please provide details of expected number of guests/attendees, number of tables/chairs required:

.....

Hirer Declaration:

I have read the Terms & Conditions governing the use and hiring of the Community Centre and hereby agree to be bound by such conditions.

Applicants Signature: Date:

.....

