



Summary of Conditions of Hire

General:

The hirer/representative is responsible for complying with the conditions of hire.
Only authorised persons are permitted on the premises outside the centre's hours of business.

Refuse:

Hirers must remove all their refuse from The Centre at their own cost.

Health and Safety:

The Hirer is responsible at all times for the full provision of health and safety measures as defined by law

Fire:

It is the responsibility of all hirers to inform their 'guests' of the fire exits and fire regulation notices at all meetings.

Children and vulnerable adults:

Hirers are responsible for the supervision, safety and well being of all children and vulnerable adults attending their function or class. Where relevant DBS to be supplied.

Supervision:

The Hirer or a nominated adult (above the age of 21) is to be responsible for the conduct of persons under the age of 18. A minimum of one adult to 8 children must be present at all times.

Behaviour:

The Hirer is responsible for the behavior of those attending their activity.

Responsibilities:

The Hirer is responsible for setting out and putting away all equipment/furniture used,

Hours of Business:

9.00 a.m. to 10.00 pm Monday to Thursday. 9.00 am to 11.00 pm Friday and Saturday. & 9.-5 Sundays.

Bookings:

The completion of a booking form constitutes a contract between the hirer and HCA. By signing a booking form a hirer accepts responsibility for ensuring payment is made by the due date.

Charges: Unless otherwise agreed in writing:

Payments to be rendered within 10 days of invoice date

Cancellation by hirer:

Payment may be demanded for late cancellation

Cancellation by HCA:

HCA reserves the right to cancel any confirmed hiring (whether regular or occasional) at any time prior to the commencement of the hiring by written notice given

Setting up and taking down:

Setting up & taking down must be performed during the period booked,

Unless by prior agreement any overrun will be charged at the full hourly undiscounted rate for the hired facilities.

Facilities:

[Type text]

- **Full terms and conditions are available on application or can be found on our website**
www.highworthcommunitycentre.co.uk



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Only the facilities shown on the booking form may be used by The Hirer.

Minimum Hire Periods:

Hall: 1 hour between 9-6 Monday to Friday and a Minimum of 2 hours from 7pm & Weekends

Rooms: The minimum hire period is 1 hour:

Insurance:

The Hirer is responsible for arranging insurance cover appropriate to his/her activities

HCA is insured against any claims arising out of its negligence.

Indemnity:

The Hirer will indemnify HCA from and against all action, claims, proceedings and liabilities arising from their use of the premises.

Certificates:

Copies of appropriate certificates may be required (*Public Liability, DBS/CRB etc*)

Music:

HCA holds a Phonographic Performance Ltd Licence (PPL) & Performing Rights Society (PRS) Licence.

Charities, Not for Profit organizations & private functions are covered under the centers Licenses. Other activities may require their own licence(s)

Discos:

All discos must be held in the hall. (NOTE smoke effects &/or bubbles etc. are not allowed).

HCA equipment use of:

Only equipment agreed in writing on the booking form may be used by The Hirer.

Non Acceptable use

Staples, nails, gaffa style tape, cellotape or other fixing tape may not be used without written consent from HCA

No naked flames including Candles tapers etc. (Candles on Birthday cakes are acceptable).

Alcohol:

No alcohol may be bought into the building unless permission has been sought from HCA and authorised in writing.

Parking:

There are a limited number of Parking spaces at the community centre.

This is a strictly no smoking facility:

[Type text]

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