

Terms and Conditions of Hire

Augusta Park Community Association

PART ONE: Terms of Hire

The **Augusta Park Community Centre** is referred to as “*the Community Centre*”.

The **APCA Trustees**, who manage the Community Centre, are referred to as the “*Centre Management Committee*”, and **Augusta Park Community Association** is referred to as “*APCA*”.

The Community Centre may **not be hired by individuals under the age of 21**.

For the purpose of these terms, the **HIRER** refers to the individual making the booking or, in the case of an organisation, the appointed representative responsible for the hire.

PART TWO: Hire Charges

(Effective from 1 September 2026)

The **Main Hall** measures approximately **16m x 12m**.

Hourly Rates

Facility	Commercial Use (1 hour)	Non-Commercial Use (1 hour)
Whole Centre	£38.00	£30.00
Main Hall	£25.00	£21.00
Meeting Rooms	£19.00	£14.00
Meeting Room 1 or 2	£14.00	£11.00
Kitchen (one-off fee)	£12	£12

Rates apply to **single bookings**.

Discounts are available for **block or long-term bookings (when paid on time)**:

- **0–5 bookings:** No discount
- **6–11 bookings:** 10% discount
- **12 or more bookings:** 20% discount
- **Note:** A **20% surcharge** applies to **single weekend bookings after 6 PM**.

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Late Payments

If payment is overdue by more than **7 days**, APCA reserves the right to **revoke any discounts**.

The **20% discount for 12+ bookings** is considered an **early settlement discount**.

PART THREE:

Booking Procedure, Deposits, and Cancellations

1. Booking Process

Provisional bookings must be made via:

<https://augusta.lemonbooking.com>

Bookings are **reviewed by staff during office hours**. A booking is only confirmed once:

- The **deposit has been received**,
- The booking has been **reviewed and approved by APCA**, and
- The hirer receives a **booking confirmation email from LemonBooking**.

If **no response or deposit is received within 7 days**, the booking slot will be released back to the public.

2. Deposits

A **refundable £50 deposit** is required to confirm most bookings.

For **weekend events (Friday–Sunday) ending after 8 PM**, a **£200 refundable deposit** will be required.

Deposits are refunded after the event provided the hire conditions have been met.

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3. Short-Notice Bookings

For bookings made **within 14 days of the event, full payment and deposit are required immediately.**

4. Payment Deadline

Full payment must be received **at least 14 days before one-off events.**

5. Setup and Cleanup Time

Any time required for **setup or cleanup must be included within the paid hire period.**

New Opening and Closing Arrangements

The HIRER is responsible for opening and closing the Community Centre for their booking. Hirers must follow the current opening and closing instructions supplied by APCA. APCA will allow hirers up to 15 minutes before or after their booking, free of charge, where required to securely open or close the centre.

The HIRER must not leave the centre unsecured or leave keys or access codes exposed.

Where another group is still using the centre, the HIRER must not close or lock the centre.

The HIRER must check that the building is clear and secure before leaving.

Fire exits and escape routes must remain clear whenever the centre is in use. Failure to follow the opening and closing arrangements may result in additional charges and/or retention of some or all of the deposit.

6. Room Use

Only the **rooms listed on the booking form may be used.**

Use of additional rooms **without prior booking may result in additional charges.**

7. Departure Requirements

The **HIRER must vacate the premises on time** and ensure the building is left **clean, tidy, and secured.** Failure to comply may result in **an additional charge of £20 per hour.**

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8. Rubbish Disposal

All rubbish must be **removed by the HIRER**.
Additional fees may apply if rubbish is left behind.

9. Kitchen Use

If the kitchen is used:

- It must be **left clean and tidy**.
 - Crockery and cutlery must be **washed and returned to their storage areas**.
 - The **dishwasher must be emptied**.
 - Cleaning supplies are available for use.
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10. Damage or Extra Cleaning

A **£50 deposit (or £200 for applicable weekend evening events)** is held to cover:

- Minor damage
- Additional cleaning
- Extended use of the premises

This deposit **does not cover serious misuse or significant damage**.

Deposit refunds are processed **within 14 days**, provided that:

- The building has been **cleaned and checked**
 - **No damage** has been reported
 - All **furniture has been returned to its original position**
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11. Deposit Payment Methods

Deposits may be paid **only by bank transfer or cash**.

Refunds will be returned using the **same payment method used for the deposit**.

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12. Deposit Forfeiture

The Centre Management Committee reserves the right to **retain all or part of the deposit** if these terms are not met.

13. Noise or Disturbance

Deposits may be **partially or fully withheld** if **noise complaints or disturbances** are reported.

14. Cancellations

One-off bookings:

A minimum of **14 days' notice** is required. Otherwise, the **full hire fee will be charged**.

Regular bookings:

One month's notice must be given, or **one month's hire fee will be payable**.

APCA reserves the right to **decline bookings**.

APCA may cancel a booking with written notice if necessary, for example if:

- The premises are required as a **polling station**, or
 - The building becomes **unusable**.
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15. Cancellation by the Committee

If a booking is cancelled by the Committee, **14 days' notice (28 days for regular bookings)** will be given where possible.

Hire fees or deposits will be **fully refunded**, but the Committee **cannot accept liability for cancellations due to emergencies or unforeseen circumstances**.

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16. The **HIRER is responsible for supervising the building, fixtures, users, and car park use.**
17. The HIRER must not:
 - Use the facility for purposes **other than those booked**
 - **Sublet** the premises
 - Use the premises in a way that is **unlawful or invalidates insurance coverage**
18. Noise must be kept to a minimum during **arrival and departure.**
Quiet hours are **11 PM – 7 AM.**
19. The premises must **not be used for illegal gambling, betting, or lotteries.**
20. The HIRER must **conduct a fire risk assessment** and review fire procedures (see noticeboard).
Fire exits must always remain clear.
21. A **PEEP (Personal Emergency Evacuation Plan)** must be prepared where disabled, vulnerable, or hearing-impaired guests are present.
22. Electrical appliances brought onto the premises must be **safe, PAT-tested, and compliant with current regulations.**
23. A **responsible adult aged 21 or over must be present for the entire duration of the hire.**
24. APCA accepts **no responsibility for lost or stolen items.**
25. **Smoking and vaping are strictly prohibited** throughout the premises, including the car park.
Any damage caused may result in **additional charges.**
26. The **Health & Safety Policy** is reviewed annually and displayed on the office noticeboard.
27. The **Safeguarding Policy** is also reviewed annually and available on the noticeboard.
28. **Alcohol:**
Alcohol may only be **sold with a valid licence or licensed publican.**
Personal, non-commercial consumption is permitted without a licence.
29. **Food:**
Where food is prepared, served, or sold, **all relevant food hygiene regulations must be followed.**
Subcontractors must also comply.
30. The Centre's **public liability insurance covers injuries caused by building defects only**, not injuries resulting from hirer negligence.
31. Hirers are **strongly advised to obtain their own public liability insurance.**
32. A minimum of **£1 million cover is recommended**, although **£2 million is preferable.**
33. **Regular hirers must maintain valid liability insurance** and complete their own risk assessments.
APCA may request evidence at any time.
34. **Bouncy Castles:**
If used, they must be **supervised at all times by the hirer.**
The provider must hold **valid public liability insurance**, and all safety instructions must be followed.

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35. CCTV:

The premises are monitored by **CCTV for safety and security purposes**.

By hiring the facility, hirers acknowledge and accept this in accordance with **APCA's CCTV Policy**.

36. WiFi Usage

Users must not:

- Disseminate **unlawful, harassing, or offensive material**
- Transmit **illegal content**

APCA reserves the right to **suspend WiFi access if these terms are violated**.

Personal data may be collected and stored during use.

Hire Agreement Declaration

I agree to hire and use the specified facilities in accordance with these **Terms and Conditions and the current pricing structure**.

I understand the **deposit, insurance, and liability policies**, and agree to **pay for any damages incurred**.

I consent to **APCA storing and processing my personal data for the purpose of managing this booking**.

Payment Methods

Cash or BACS Transfer

Bank Details

Account Name: Augusta Park Community Association

Bank: CAF Bank

Account Number: 00026820

Sort Code: 40-52-40

Reference: Your surname and event date

If payment is made by **BACS**, deposit refunds will be processed **using the same method**.

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