

Terms and Conditions of Hire – Augusta Park Community Association

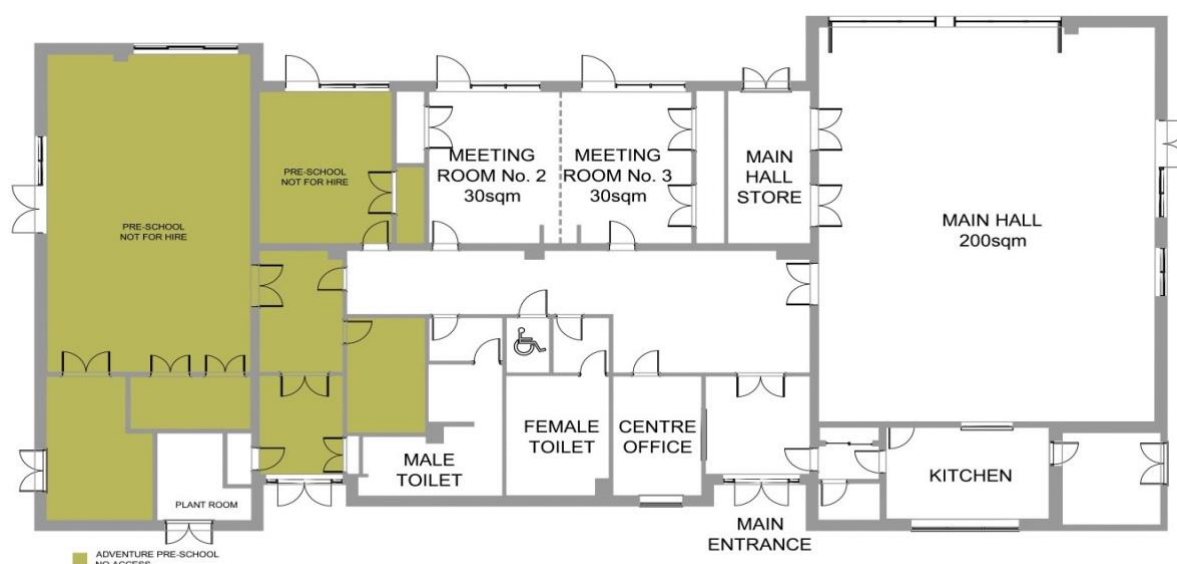
PART ONE: Terms of Hire

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 or, in the case of an organisation, the appointed representative.

PART TWO: Hire Charges (Effective from 1st June 2025)

The main hall measures approximately 16m x 12m.



Hourly Rates

Facility:

Facilities	Commercial Use 1 hour	Non-commercial Use 1 hour
Whole Centre	£35.00	£27.00
Main Hall	£23.50	£20.00
Meeting Rooms	£18.50	£13.50
Meeting Room 1 or 2	£13.50	£10.50
Kitchen (one-off fee)	£10	£10

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.

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 payment discount.

PART THREE: Booking Procedure, Deposits, and Cancellations

1. **Booking Process:** Provisional bookings must be made via <https://augusta.lemonbooking.com>.
2. **Deposit:** A refundable £50 deposit is required to confirm your booking. A booking is only confirmed upon staff review during office hours and receipt of the deposit. If no response or deposit is received within 7 days, the slot is released back to the public.
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 is due at least 14 days prior to one-off events.
5. **Setup/Cleanup Time:** Any time required for setup or cleanup must be included in the paid hire period.
6. **Room Use:** Only rooms listed on the booking form may be used.
7. **Departure Requirements:** The HIRER must vacate on time, leave the premises clean, tidy, and secured. Failure to comply may incur an extra charge of £20/hour.
8. **Rubbish Disposal:** All rubbish must be removed by the HIRER. Fees may apply if rubbish is left behind.
9. **Kitchen Use:** If used, the kitchen must be left clean. Crockery/cutlery must be washed and returned. A cooker, dishwasher, and cleaning supplies are available.
10. **Damage or Extra Cleaning:** A £50 deposit is held for minor damage, cleaning, or extended use. It does not cover serious misuse. Refunds are processed within 14 days if:
 - The building is cleaned and checks signed off
 - No damage is reported
 - All furniture is returned to original positions
11. **Deposit Payment Methods:** Only bank transfer or cash accepted. Refunds are returned via the original payment method.
12. **Deposit Forfeiture:** The Committee may retain all or part of the deposit if terms are not met.
13. **Noise or Disturbance:** Deposits may be withheld due to noise complaints or disruptions.
14. **Cancellations:**
 - **One-off bookings:** 14 days' notice required, or full hire fee will be charged.
 - **Regular bookings:** 1 months' notice or one month's hire fee payable.

- APCA may cancel a booking with written notice, e.g. if the hall is needed as a polling station or becomes unusable. APCA reserves the right to decline bookings.
15. **Cancelled by Committee:** If cancelled by the Committee, 14 days' notice (28 for regular bookings) will be given where possible. Fees or deposits will be refunded, but the Committee is not liable for short-notice cancellations due to emergencies.
-

PART FOUR: Conditions of Hire

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 it unlawfully or endanger insurance coverage
18. Keep noise to a minimum during arrival and departure. Quiet hours are 11 PM to 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 be kept clear.
21. A PEEP (Personal Emergency Evacuation Plan) is required for disabled, vulnerable, or hearing-impaired guests.
22. Electrical appliances must be safe, PAT-tested, and compliant with regulations.
23. A responsible adult (21+) must be present for the entire duration of hire.
24. APCA accepts no responsibility for lost or stolen items.
25. Smoking or vaping is strictly prohibited throughout the premises, including the car park. Damages caused by smoking are chargeable.
26. The Health & Safety Policy is reviewed annually. It is displayed on the office noticeboard.
27. The Safeguarding Policy is reviewed annually and also available on the noticeboard.
28. **Alcohol:** Alcohol may only be sold with a valid license or licensed publican. Personal, non-commercial consumption is allowed without a license.
29. **Food:** If food is prepared, served, or sold, relevant hygiene laws must be followed. Subcontractors must also comply.
30. **Insurance:** The Centre's public liability covers injuries caused by building defects but not those caused by hirer negligence. Hirers are advised to obtain their own insurance.
31. Hirers should obtain a policy with at least £1 million (preferably £2 million) in liability coverage.
32. APCA's public liability insurance only covers APCA-related activities. Hirers are responsible for separate coverage.
33. **Regular hirers must have current liability insurance and conduct their own risk assessments.** APCA may check these at random.
34. **Bouncy Castles:** If used, they must be always supervised by the hirer. The provider must hold valid liability insurance, and all safety instructions must be followed.
35. **CCTV** - The premises are monitored by CCTV for security and safety purposes. By hiring the facility, hirers and users 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 No: 00026820

Sort Code: 40-52-40

Reference: Your surname and event date

If paid by BACS, deposit refunds will be processed via the same method. Please provide your bank details:

- Account Holder's Name: _____
- Bank Name: _____
- Account Number: _____
- Sort Code: _____

Signature: _____

Date: _____

Name (Print): _____
