

Standard Conditions of Hire of the Buckhurst Park Community Centre (BPCC)

1. Equipment	<p>The Hirer is responsible for setting out and putting away all furniture/equipment used and for returning the room to its original state.</p> <p>If kitchen is used, washing and drying all crockery & cutlery (please bring your own tea towels), for cleaning table tops and sweeping and moping the rooms used.</p> <p>Please remember there is no added time for cleaning, this is part of the booking – so please ensure you allow time for this.</p>
2. Refuse	<p>Refuse must be collected in black bags (please bring your own) and can be placed in the waste bin provided outside the kitchen.</p>
3. Indemnity Deposit	<p>All hirers are required to pay an Indemnity Deposit.</p> <p>This deposit will be returned providing no damage has occurred or extra cleaning required of the facility is required.</p> <p>Should the booking run over the booked time; the overrun time will be deducted from the deposit.</p>
4. Charges Deposit	<p>The Charges Deposit is non-refundable unless a cancellation notice is received at least 21 days prior to the event.</p>
5. Block Bookings	<p>Block Bookings have a guarantee of a minimum of three months' notice except when the building is required for special events when a shorter notice time would operate (e.g. General/Council Election, Community events)</p>
6. Insurance	<p>The Hirer is responsible for arranging insurance cover appropriate to their activities whilst using any part of the BPCC and its facilities.</p> <p>For its part BPCC is insured against any claims arising out of its negligence.</p>
7. DBS (CRB)	<p>If the booking included young people it is the hirer's responsibility to provide DBS qualified staff.</p> <p>The Hirer shall provide their 16 digit ISA registration if they are running an activity specified under the Disclosure and Barring Service. Registration is now portable across different agencies and organisations.</p>
8. Music	<p>The Centre does not subscribe to the Performing Rights Society (PRS) and Phonographic Performance Ltd (PPL) users must provide their own license if required.</p>
9. Discos/Music	<p>All discos must be held in the hall. All sockets are connected to a sound control system which will switch off when maximum noise level is reached. All music must cease at 22:30.</p>
10. Parties	<p>A minimum of one adult to eight children must be present at all times.</p> <p>Any fixings for decorations must be removed without damage to walls, boards etc. Candles on Birthday Cakes are acceptable; however, any other open flames are not.</p>
11. Alcohol	<p>No alcohol can be consumed on the premises under supervision and approval of the person responsible for the booking.</p>
12. Fire	<p>It is the responsibility of the Hirers to inform their "guests" of the fire exits and fire regulation notices at all meetings/events.</p>
13. Car Park	<p>The Car Park adjoining the building for users only and care should be taken in parking with minimum of disturbance to the residents close by and not to cause an obstruction at the entrance or exit.</p>
14. Nuisance	<p>Hirers are responsible for ensuring that the noise levels of their events is not such as to interfere with other activities within the building or to cause inconvenience for the residents nearby.</p>